职场红人

面试英语口语大全

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2500个高频短语

2500个关键句型

250个场景话题

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本书主编◎张　心　陈　沫
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行业顾问◎[英]Robert Smith
场景录音◎[美]Bill Davis

外教原声录音

机械工业出版社
CHINA MACHINE PRESS

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本书从实际的面试场景出发，从准备简历到参加面试，包含了面试求职的整个流程，分为面试准备、面试礼仪、自我介绍、工作信息、面试职位以及各行面试六个单元。本书选取最常见的面试场景及选取最地道的口语表达，内容丰富，紧贴实际。一书在手，让你轻松应付外企面试，获得心仪的工作。

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前言
Preface

英语作为一种工具在当今社会有着广泛的应用。随着国际交流的日益加深，各行各业对英语的需求也逐步提高。因此，无论是在校学生还是公司白领，都开始花费大量时间和精力来提升自己的口语水平。为满足各行各业英语学习者的切实需求，让他们有的放矢，不至于花费太多时间、精力，我们这套实用英语丛书便应运而生。丛书共 11 个分册，包括《生活英语口语字词句段大全》、《餐饮英语口语字词句段大全》、《财会英语口语字词句段大全》、《旅游英语口语字词句段大全》、《金融英语口语字词句段大全》、《商务英语口语字词句段大全》、《外贸英语口语字词句段大全》、《文秘英语口语字词句段大全》、《销售英语口语字词句段大全》、《酒店英语口语字词句段大全》和《面试英语口语字词句段大全》。

本丛书最大的特点就是内容量极为丰富，完全可以充当一本分门别类的、可以带在身边的词典、句典。各个分册涵盖了日常生活以及常见行业工作中可能接触到的所有情景，能够让读者迅速融入场景。丛书内容安排从词汇到短语，到单句，再到对话，循序渐进，且互相渗透，逐层应用，从砖瓦到高楼，让读者拾阶而上，一步一个脚印地取得进步。

本书从实际的面试场景出发，从准备简历到参加面试，包含了面试求职的整个流程，分为面试准备、面试礼仪、自我介绍、工作信息、面试职位以及各行面试六个单元。本书选取最常见的面试场景及本书选取最地道的口语表达，内容丰富，紧贴实际。一书在手，能够让你轻松应付外企面试，获得心仪的工作。

当今的社会是快节奏的社会，无论是学生还是白领都处在快节奏的生活中。如果用全面撒网的方式来突破英语口语的话，很可能会造成多而不精、事倍功半等一系列问题。而我们这套分门别类的实用英语系列轻松解决了您的后顾之忧，您可以根据需要选择相关分册来研读学习，做到“术业有专攻”，从而节省许多宝贵的时间。此外，我们精心将这套书打造成为读者手中的一本本分类词典或者句典，内容的地道实用与丰富全面是其最大的特点，让您用最少的花费换来最大的收获。

本书的编辑希望能尽自己最大的能力为您的英语口语学习提供一条捷径：您的进步就是我们最大的欣慰。由于编辑水平有限，书中难免会有小的疏漏，欢迎广大读者不吝赐教，我们也会因您的意见和建议不断进步。

使用说明
User's Guide

环环相扣，层层递进。
字、词、句、段，速查速记！

字 即翻即用的场景关键词

超过 2500 个关键词，根据行业专家顾问指导分类，使词汇记忆更加清晰有条理。晰有条理。

分类清晰好记忆，事半功倍好轻松

贴近场景主题，按相关分类归纳记忆核心单词，夯实脱口而出的英语基础。熟记这些，行业所需的词汇量就够了！

MP3 单词全收录，精准发音随时听

重金聘请专业美籍名师录音，国际音标清楚标示，搭配最常用的中文注释。一定要善用本书音标和词性提示，反复收听、大胆开口跟读录音。录音书本相结合，保你发音无障碍！

01 准备简历

即翻即用的场景关键词
点滴积累，扫清障碍

面试英语口语 字词句段大全

个人资料 Personal Information
name [neim] *n.* 姓名
sex [seks] *n.* 性别
age [eidʒ] *n.* 年龄
birthplace ['bə:θ,pleis] *n.* 籍贯
address [ə'dres] *n.* 地址
health [helθ] *n.* 健康状况
degree [di'gri:] *n.* 学位
resume ['rezju:mei] *n.* 简历

教育程度 Education
graduate ['grædjuit] *n.* 毕业生
bachelor ['bætʃələ] *n.* 学士
master ['ma:stə] *n.* 硕士
doctor (Ph. D) ['dɔktə] *n.* 博士
curriculum [kə'rikjuləm] *n.* 课程
course [kɔ:s] *n.* 科目
major ['meidʒə] *n.* 主修
minor ['mainə] *n.* 辅修
reward [ri'wɔ:d] *n.* 奖励
scholarship ['skɔləʃip] *n.* 奖学金

工作经历 Work Experience
practice ['præktis] *n.* 实习
job [dʒɔb] *n.* 工作
position [pə'ziʃən] *n.* 职位
responsibility [ri,spɔnsə'biliti] *n.* 职责
professional [prə'feʃənəl] *adj.* 职业的，专业的
assistant [ə'sistənt] *adj.* 助理的，辅助的
operate ['ɔpəreit] *v.* 操作，经营
manage ['mænidʒ] *v.* 管理，控制
analyze ['ænəlaiz] *v.* 分析
direct [dai'rekt] *v.* 指导
objective [əb'dʒektiv] *n.* 目标
achievement [ə'tʃi:vmənt] *n.* 成功，成就

个人品质 Personal Quality
active ['æktiv] *adj.* 主动的，活跃的
adaptable [ə'dæptəbl] *adj.* 适应能力强的
ambitious [æm'biʃəs] *adj.* 有雄心壮志的
confident ['kɔnfidənt] *adj.* 有信心的
cooperative [kəu'ɔpərətiv] *adj.* 乐于合作的
creative [kri'eitiv] *adj.* 有创造力的
dependable [di'pendəbl] *adj.* 可靠的，值得信赖的
efficient [i'fiʃənt] *adj.* 高效率的
generous ['dʒenərəs] *adj.* 慷慨的，大方的
modest ['mɔdist] *adj.* 谦虚的

002

词 高频使用的短语

多达 2500 个常用短语，在记忆词汇的时候可以一并记忆。
只有词汇怎么够？词组短语来补充！

高频使用的短语

"动静"结合，活学活用

名词短语

职位申请 position application
面试 face-to-face interview
受教育程度 education level
可到职时间 date of availability
兼职工作 part-time job
职别 job title
意向职位 position sought
招聘广告 recruitment advertisement
电子简历 electronic resume
升职期望 the expectation of promotion
契合程度 the integrating degree
个人信息 personal information
职业经验 career experience
社会实践 social practice
进修课程 refresher course
职业目标 career objective
商务背景 business background
职位要求 position requirement
特别培训 special training
专业领域 the specialized field

动词短语

对某人有用处 be useful to sb.
最好做…… be well advised to do
需要…… be in need of
取决于 depended on
于某人有益 be good for sb.
寻找更好的工作 seek a better job
由于雇佣期满 due to expiry of employment
提供更具有挑战性的机会 offer a more challenging opportunity
某人想要做…… sb. would like to do
帮助某人 give sb. a hand
尽某人最大的努力 do one's best
期待 look forward to
洗耳恭听 be all ears
帮某人一个忙 do sb. a favor
小心，注意 be careful of

介词词组

尽可能多的…… as much… as you can
在你看来 in your opinion
首先 first of all
在去某地的路上 on one's way to
根据，在……的基础上 on the basis of
因公，因事 on business
负责，主管 in charge (of)
信任 in confidence
根据 according to
一般来说 generally speaking
细节上 in detail
如果；假使 in case of sth.
好转，改善 for the better
无论如何，总之 in any case
在……条件下 on condition that

CHAPTER 1 面试准备

003

词性归类好齐备，动静结合一起来

按名词、动词、形容词、副词、介词等归类齐备，将高频使用的词组短语一网打尽。

人性编排好查询，取用方便又快捷

先中文后英文的编排方式，照顾了大家的惯性思维，方便查询也方便记忆。

句 场景中脱口而出的单句

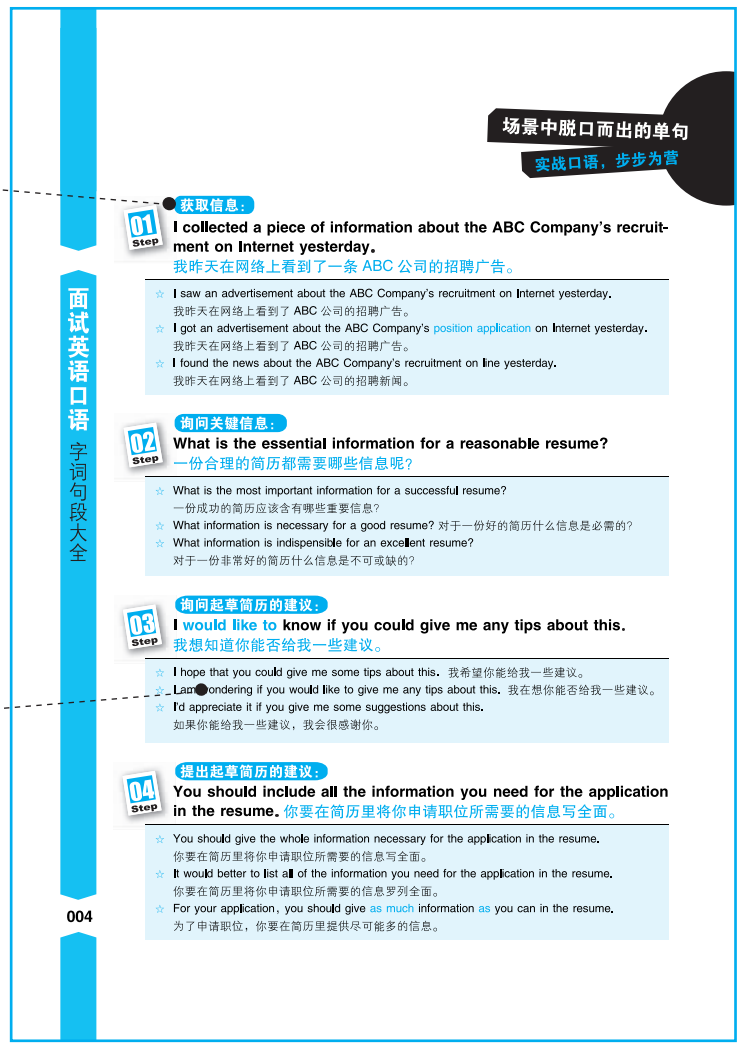
2500 多个场景核心句，同一主题多种场景，同一场景多种练习，让你迅速累积脑中的英语口语用句句库。

主题思路好清晰，奠定英语基础力

场景思路超清晰，涵盖主题的方方面面，实战口语，步步为营，让你在跟老外交流时真正做到脱口而出。

英语口语句无霸，多种说法学到家

同种意思，多种表达。高频短语重点标示，带你层层递进轻松学习。句子超多超好用，用心练习让你的口语表达丰富多彩，不再单一。



场景中脱口而出的单句

实战口语，步步为营

面试英语口语 字词句段大全

获取信息：

01 Step

I collected a piece of information about the ABC Company's recruitment on Internet yesterday.

我昨天在网络上看到了一条 ABC 公司的招聘广告。

☆ I saw an advertisement about the ABC Company's recruitment on Internet yesterday.
我昨天在网络上看到了 ABC 公司的招聘广告。

☆ I got an advertisement about the ABC Company's position application on Internet yesterday.
我昨天在网络上看到了 ABC 公司的招聘广告。

☆ I found the news about the ABC Company's recruitment on line yesterday.
我昨天在网络上看到了 ABC 公司的招聘新闻。

询问关键信息：

02 Step

What is the essential information for a reasonable resume?

一份合理的简历都需要哪些信息呢？

☆ What is the most important information for a successful resume?
一份成功的简历应该含有哪些重要信息？

☆ What information is necessary for a good resume? 对于一份好的简历什么信息是必需的？

☆ What information is indispensible for an excellent resume?
对于一份非常好的简历什么信息是不可或缺的？

询问起草简历的建议：

03 Step

I would like to know if you could give me any tips about this.

我想知道你能否给我一些建议。

☆ I hope that you could give me some tips about this. 我希望你能给我一些建议。

☆ I am wondering if you would like to give me any tips about this. 我在想你能否给我一些建议。

☆ I'd appreciate it if you give me some suggestions about this.
如果你能给我一些建议，我会很感谢你。

提出起草简历的建议：

04 Step

You should include all the information you need for the application in the resume. 你要在简历里将你申请职位所需要的信息写全面。

☆ You should give the whole information necessary for the application in the resume.
你要在简历里将你申请职位所需要的信息写全面。

☆ It would better to list all of the information you need for the application in the resume.
你要在简历里将你申请职位所需要的信息罗列全面。

☆ For your application, you should give as much information as you can in the resume.
为了申请职位，你要在简历里提供尽可能多的信息。

004

段 情景会话实战演习

250 个情景对话，什么情况下会遇到老外，遇到老外怎么说，看这里就够了！

面试英语口语 字词句段大全

006

情景会话实战演习

身临其境，融会贯通

1 准备简历前的信息整合

A: I collected a piece of information about the ABC Company's recruitment on Internet yesterday.[1]

B: In your opinion, what is the essential information for a reasonable resume?[2]

A: I think it depends on the position you want to apply for. Generally speaking, personal information, educational level, career experience and your expectation to the new job are important.

B: And it will be good for you to collect some more information about the company.

A：我昨天在网络上看到了一条 ABC 公司的招聘广告。

B：你认为一份合理的简历都需要哪些信息呢？

A：我认为这取决于你想申请的职位是什么。一般来说，个人信息、受教育程度、职业经验和应聘期待都很重要。

B：你最好再去收集一些关于这个招聘公司的信息。

2 寻求起草简历的建议

A: Hello, I am working on my resume now. And I would like to know if you could give me any tips about this.[3]

B: OK. I really have some advice for you.

A: I am all ears!

B: First of all, you should include all the information you need for the application in the resume.[4] You should let the employer understand you. And you should express yourself in an efficient way.

A: Do you mean that I should write as much as possible in the resume?

B: No. You should also make the resume easy to read and straightforward to the point.

A：你好，我最近在写简历。我想知道你能否给我一些建议呢？

B：可以，我的确有些建议可以给你。

A：洗耳恭听！

B：首先，你要在简历里将你的申请职位所需要信息写全面。你要让招聘者了解你。你还要用恰当的方式表达你自己。

A：你的意思是我要尽可能在简历里写得多一些吗？

B：不是。你也要让简历简明易读，重点突出。

3 遇到困难寻求帮助

A: When I am writing my resume, I don't know how to emphasize my personalities in detail. Could you give me some advice?

B: Of course. Firstly, you should evaluate yourself objectively and know all of your advantages and disadvantages.[5] Secondly, you should explore the right words to describe your personalities.[6]

A：当我起草简历时，我不知道应该怎样强调我的个人特点。你能给我一些建议吗？

B：当然可以。首先，你要客观地进行自我评价，了解自己的优点和缺点。其次，你要找到合适的词汇来形容你的个人性格特点。

场景设置好全面，实战演习超方便

会话内容轻松活泼，表达原汁原味。加上美籍外教以地道美语腔调录制的 MP3，只要大胆开口跟着录音反复练习，你的英文想要多溜就有多溜！

核心句子在这里，融会贯通没问题

明确标出场景单句板块的核心句并标明编号，教会你如何实际运用并巩固学到的核心句以及替换句，进一步加深印象。

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Chapter 1

面试准备

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02 各种证件
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06 参加招聘会

01 | 准备简历

即翻即用的场景关键词

点滴积累，扫清障碍

个人资料 Personal Information

name [neim] *n.* 姓名
sex [seks] *n.* 性别
age [eidʒ] *n.* 年龄
birthplace ['bə:θˌpleis] *n.* 籍贯
address [ə'dres] *n.* 地址
health [helθ] *n.* 健康状况
degree [di'gri:] *n.* 学位
resume ['rezju:mei] *n.* 简历

教育程度 Education

graduate ['grædjuit] *n.* 毕业生
bachelor ['bætʃələ] *n.* 学士
master ['mɑ:stə] *n.* 硕士
doctor (Ph. D) ['dɔktə] *n.* 博士
curriculum [kə'rikjuləm] *n.* 课程
course [kɔ:s] *n.* 科目
major ['meidʒə] *n.* 主修
minor ['mainə] *n.* 辅修
reward [ri'wɔ:d] *n.* 奖励
scholarship ['skɔləʃip] *n.* 奖学金

工作经历 Work Experience

practice ['præktis] *n.* 实习
job [dʒɔb] *n.* 工作
position [pə'ziʃən] *n.* 职位
responsibility [riˌspɔnsə'biliti] *n.* 职责
professional [prə'feʃənəl] *adj.* 职业的，专业的
assistant [ə'sistənt] *adj.* 助理的，辅助的
operate ['ɔpəreit] *v.* 操作，经营
manage ['mænidʒ] *v.* 管理，控制
analyze ['ænəlaiz] *v.* 分析
direct [dai'rekt] *v.* 指导
objective [əb'dʒektiv] *n.* 目标
achievement [ə'tʃi:vmənt] *n.* 成功，成就

个人品质 Personal Quality

active ['æktiv] *adj.* 主动的，活跃的
adaptable [ə'dæptəbl] *adj.* 适应能力强的
ambitious [æm'biʃəs] *adj.* 有雄心壮志的
confident ['kɔnfidənt] *adj.* 有信心的
cooperative [kəuˈɔpərətiv] *adj.* 乐于合作的
creative [kri'eitiv] *adj.* 有创造力的
dependable [di'pendəbl] *adj.* 可靠的，值得信赖的
efficient [i'fiʃənt] *adj.* 高效率的
generous ['dʒenərəs] *adj.* 慷慨的，大方的
modest ['mɔdist] *adj.* 谦虚的

高频使用的短语

"动静"结合，活学活用

名词短语

职位申请 position application
面试 face-to-face interview
受教育程度 education level
可到职时间 date of availability
兼职工作 part-time job
职别 job title
意向职位 position sought
招聘广告 recruitment advertisement
电子简历 electronic resume
升职期望 the expectation of promotion
契合程度 the integrating degree
个人信息 personal information
职业经验 career experience
社会实践 social practice
进修课程 refresher course
职业目标 career objective
商务背景 business background
职位要求 position requirement
特别培训 special training
专业领域 the specialized field

动词短语

对某人有用处 be useful to sb.
最好做…… be well advised to do
需要…… be in need of
取决于 depended on
于某人有益 be good for sb.
寻找更好的工作 seek a better job
由于雇佣期满 due to expiry of employment
提供更具有挑战性的机会 offer a more challenging opportunity
某人想要做…… sb. would like to do
帮助某人 give sb. a hand
尽某人最大的努力 do one's best
期待 look forward to
洗耳恭听 be all ears
帮某人一个忙 do sb. a favor
小心，注意 be careful of

介词词组

尽可能多的…… as much… as you can
在你看来 in your opinion
首先 first of all
在去某地的路上 on one's way to
根据，在……的基础上 on the basis of
因公，因事 on business
负责，主管 in charge (of)
信任 in confidence
根据 according to
一般来说 generally speaking
细节上 in detail
如果；假使 in case of sth.
好转，改善 for the better
无论如何，总之 in any case
在……条件下 on condition that

01 Step

获取信息：

I collected a piece of information about the ABC Company's recruitment on Internet yesterday.
我昨天在网络上看到了一条 ABC 公司的招聘广告。

- ☆ I saw an advertisement about the ABC Company's recruitment on Internet yesterday.
  我昨天在网络上看到了 ABC 公司的招聘广告。
- ☆ I got an advertisement about the ABC Company's position application on Internet yesterday.
  我昨天在网络上看到了 ABC 公司的招聘广告。
- ☆ I found the news about the ABC Company's recruitment on line yesterday.
  我昨天在网络上看到了 ABC 公司的招聘新闻。

02 Step

询问关键信息：

What is the essential information for a reasonable resume?
一份合理的简历都需要哪些信息呢？

- ☆ What is the most important information for a successful resume
  一份成功的简历应该含有哪些重要信息？
- ☆ What information is necessary for a good resume? 对于一份好的简历什么信息是必需的？
- ☆ What information is indispensible for an excellent resume
  对于一份非常好的简历什么信息是不可或缺的？

03 Step

询问起草简历的建议：

I would like to know if you could give me any tips about this.
我想知道你能否给我一些建议。

- ☆ I hope that you could give me some tips about this. 我希望你能给我一些建议。
- ☆ I am wondering if you would like to give me any tips about this. 我在想你能否给我一些建议。
- ☆ I'd appreciate it if you give me some suggestions about this.
  如果你能给我一些建议，我会很感谢你。

04 Step

提出起草简历的建议：

You should include all the information you need for the application in the resume. 你要在简历里将你申请职位所需要的信息写全面。

- ☆ You should give the whole information necessary for the application in the resume.
  你要在简历里将你申请职位所需要的信息写全面。
- ☆ It would better to list all of the information you need for the application in the resume.
  你要在简历里将你申请职位所需要的信息罗列全面。
- ☆ For your application, you should give as much information as you can in the resume.
  为了申请职位，你要在简历里提供尽可能多的信息。

自我评价优缺点：

05 Step

You should evaluate yourself objectively and know all your advantages and disadvantages. 你要客观地进行自我评价，了解自己的优点和缺点。

☆ You should assess yourself in an objective way and explore your advantages and disadvantages.
你要客观地进行自我评价，探寻自己的优点和缺点。

☆ You should give an objective evaluation to yourself and know all of your advantages and disadvantages. 你要给自己一个客观的评价，了解自己的优点和缺点。

简历的措辞：

06 Step

You should explore the right words to describe your personalities. 你要找到合适的词汇来形容你的个人性格特点。

☆ You should examine the proper words to express your personalities.
你要找到合适的词汇来形容你的个人性格特点。

☆ You'd better choose approppriate words to describe your personalities.
你最好选择合适的词语来形容你自己的特点。

获取招聘者的认同：

07 Step

You should make the employer believe that you are the very person for this position. 你要让招聘者相信你就是最适合这个职位的人。

☆ You are well advised to let the employer know you are the right choice for this position.
你最好让招聘者知道你是这个职位的最佳人选。

☆ You should convince the employer that you are the best for this position.
你要让招聘者相邻你是最适合这个职位的人。

请求他人帮忙修改简历：

08 Step

Could you help me revise my resume? 你能帮我修改简历吗？

☆ Could you help me improve my resume? 你能帮我改进我的简历吗？

☆ Would you mind helping me revise my resume? 你介意帮助我修改我的简历吗？

☆ Would you give me a hand to revise my resume? 你能帮我修改我的简历吗？

简历照片的作用：

09 Step

A photo is helpful to let the employer have a deeper impression of you. 照片可以让招聘者对你留下更深刻的印象。

☆ A photo is an important tool to let the employer have a deeper impression of you.
照片是让招聘者对你留下深刻印象的重要工具。

☆ A photo would bring a deeper impression of you to the employer. 照片可以带给招聘者深刻的印象。

准备简历申请职位：

10 Step

Maybe you could have more copies and mail them for different positions. 也许你应该多打印一些简历，用它们申请不同的职位。

☆ Maybe you could have more copies to apply for different positions.
也许你应该多拿一些简历申请不同的职位。

☆ You could use more copies of this resume to apply various positions.
你可以多拿一些简历申请不同的职位。

1 准备简历前的信息整合

A: I collected a piece of information about the ABC Company's recruitment on Internet yesterday.[1]

A：我昨天在网络上看到了一条 ABC 公司的招聘广告。

B: In your opinion, what is the essential information for a reasonable resume?[2]

B：你认为一份合理的简历都需要哪些信息呢？

A: I think it depends on the position you want to apply for. Generally speaking, personal information, educational level, career experience and your expectation to the new job are important.

A：我认为这取决于你想申请的职位是什么。一般来说，个人信息、受教育程度、职业经验和应聘期待都很重要。

B: And it will be good for you to collect some more information about the company.

B：你最好再去收集一些关于这个招聘公司的信息。

2 寻求起草简历的建议

A: Hello, I am working on my resume now. And I would like to know if you could give me any tips about this.[3]

A：你好，我最近在写简历。我想知道你能否给我一些建议呢？

B: OK. I really have some advice for you.

B：可以，我的确有些建议可以给你。

A: I am all ears!

A：洗耳恭听！

B: First of all, you should include all the information you need for the application in the resume.[4] You should let the employer understand you. And you should express yourself in an efficient way.

B：首先，你要在简历里将你的申请职位所需要信息写全面。你要让招聘者了解你。你还要用恰当的方式表达你自己。

A: Do you mean that I should write as much as possible in the resume?

A：你的意思是我要尽可能在简历里写得多一些吗？

B: No. You should also make the resume easy to read and straightforward to the point.

B：不是。你也要让简历简明易读，重点突出。

3 遇到困难寻求帮助

A: When I am writing my resume, I don't know how to emphasize my personalities in detail. Could you give me some advice?

A：当我起草简历时，我不知道应该怎样强调我的个人特点。你能给我一些建议吗？

B: Of course. Firstly, you should evaluate yourself objectively and know all of your advantages and disadvantages.[5] Secondly, you should explore the right words to describe your personalities.[6]

B：当然可以。首先，你要客观地进行自我评价，了解自己的优点和缺点。其次，你要找到合适的词汇来形容你的个人性格特点。

A: Do I need to overstate my advantages?

A：我是否要夸大优点呢？

B: No, you'd better keep the information real and honest.

B：不需要，你最好提供真实可信的信息。

A: Any other tips?

A：还有其他建议吗？

B: Focus on the requirement of this position. You should make the employer believe that you are the very person for this position.[7]

B：要认真关注职位要求。你要让招聘者相信你就是最适合这个职位的人。

4 请求他人为自己修改简历

A: I have a draft of the resume now, but I am not so confident about it. Could you help me revise it?[8]

A：我现在已经起草好我的简历了，但是我很没有信心。你能帮我修改一下吗？

B: I think it is great. But you could make it more artistic. You could just use some forms to induce your information and add one or two little pictures.

B：我觉得很好。但是你可以将它做得更有艺术感一些。你可以用一些表格归纳你的信息并且加上一两张插图。

A: Do you think the words I used are polite and proper?

A：你觉得我的用词是礼貌和恰当的吗？

B: Yes, the words are fine.

B：是的，措辞没有问题。

A: Oh! I think I also need a photo of myself for this resume.

A：哦！我想我还需要一张照片。

B: Right! A photo is helpful to let the employer have a deeper impression of you.[9]

B：对！照片可以让招聘者对你留下更深刻的印象。

5 简历的呈现方式

A: Hi, how about your resume?

A：嗨，你的简历怎么样了？

B: I am on my way to the print shop. I would like to print it out and mail it to the company as soon as possible.

B：我正要去打印店。打印后我就可以尽快邮寄给招聘公司了。

A: Maybe you could have more copies and mail them for different positions.[10]

A：也许你应该多打印一些简历，这样你就可以用它申请其他职位了。

B: Good idea.

B：好主意。

A: And you'd better transfer it into PDF format in case an electronic copy is required.

A：你也可以把它转换成 PDF 格式，以防需要电子版的简历。

B: Yes, I already have done this before.

B：是的，我刚才已经转换了。

A: Good! Now you could prepare a presentation according to your resume for the face-to-face interview in the future.

A：很好！现在你可以根据简历为以后的面试准备一个口头报告了。

B: Good idea!

B：好主意！

02 | 各种证件

即翻即用的场景关键词

点滴积累，扫清障碍

基本证件 Basic Documents

document ['dɔkjumənt] *n.* 材料
identification card 身份证
residence booklet 户口本
resident ['rezidənt] *n.* 居民
passport ['pɑ:spɔ:t] *n.* 护照
identification photo 证件照
original copy 原件
duplicate ['dju:plikit] *v.* 复印
recommendation letter 推荐信
photocopy ['fəutəˌkɔpi] *n.* 复印件

学历证书 Schooling Certificates

undergraduate [ˌʌndə'grædjuit] *n.* 大学生
graduation [ˌgrædju'eiʃən] *n.* 毕业
bachelor ['bætʃələ] *n.* 学士
master ['mɑ:stə] *n.* 硕士
doctor ['dɔktə] *n.* 博士
overseas [ˌəuvə'si:z] *adj.* 海外的
returnee [riˌtə:'ni:] *n.* 回国人员
vocational [vəu'keiʃənəl] *adj.* 职业的
training ['treiniŋ] *n.* 培训
institution [ˌinsti'tju:ʃən] *n.* 机构

语言证书 Language Certificates

foreign language 外语
College English Test (CET) 大学英语等级考试
The Test of English as a Foreign Language (TOEFL) 托福
International English Language Testing System (IELTS) 雅思
Business English Certificate (BEC) 商务英语证书考试
China Accreditation Test for Translators and Interpreters (CATTI)翻译专业资格(水平)考试
accreditation [əˌkredi'teiʃən] *n.* 认证

荣誉证书 Honorary Certificates

honor ['ɔnə] *n.* 荣誉
prize [praiz] *n.* 奖品，奖金
medal ['medl] *n.* 奖章
advanced [əd'vɑ:nst] *adj.* 高级的
intermediate [ˌintə'mi:diət] *adj.* 中级的
commendation [ˌkɔmən'deiʃən] *n.* 表彰
competition [ˌkɔmpə'tiʃən] *n.*竞赛
winner ['winə] *n.* 优胜者
professional [prə'feʃənəl] *adj.*专业的
skill ['skil] *n.* 技能

高频使用的短语

"动静"结合，活学活用

名词短语

申请表 application form
荣誉证书 honorary certificate
医药证书 medical qualification
有效期限 expiry date
虚假信息 false information
假材料 false material
语言水平 language proficiency
科学证书 scientific qualification
……期间 the period of
假学历 fake degree
欺骗性信息 misleading information
大吃一惊 a big shock

动词短语

为……作准备 prepare for
照证件照 take identification photos
获得荣誉 receive honors
忘记做…… forget to do
指导某人做…… instruct sb. to do
有效 be good for
被……接受 be accepted by
发现 find out
作出声明 make a declaration
渴望 crave for
有机会 stand a chance
期望 long for
遗憾地说 be sorry to say
感到遗憾 feel regret
对……合适 be suitable for
复印材料 make a photocopy
应该做…… be supposed to do
犹豫做…… hesitate to do
仍然有效 remain valid
失效 be invalid
可得到的，可用的 be available
对……负责 be responsible for
封闭 be enclosed with
希望做…… be eager to do
期待 look forward to
害怕 be afraid
拒绝 turn down

介词短语

过期 out of date
提交后 after submission
从现在起 from now on
在有效期内 within expiration date
在截止日期前 before deadline

其他短语

非常吃惊 extremely surprising
非常抱歉 terribly sorry
准备充分 fully prepared
足够清晰 clearly enough

场景中脱口而出的单句

实战口语，步步为营

01 Step

询问提供什么证件：

What kinds of documents should I prepare for an interview?
我应该为面试准备什么样的材料？

- ☆ Shall I provide other certificates? 那我还要提供其他材料吗？
- ☆ Is this document necessary for an interview? 这个证件面试有用吗？
- ☆ What materials are needed for the application? 申请需要什么材料？
- ☆ Could you tell me which certificates are suitable for an interview?
  你能告诉我哪些证书适合面试用吗？

02 Step

打印证件：

I need to print my resume and duplicate my ID card.
我需要打印我的简历并复印我的身份证。

- ☆ Can I print my documents here? 我能在这儿打印材料吗？
- ☆ Can I take identification photo here? 我能在这儿照证件照吗？
- ☆ Where can I make a photocopy of this material? 我能去哪儿复印这个材料？
- ☆ I need two copies of this certificate. 这个证件我需要两份。

03 Step

询问是否拥有证件：

Have you completed the application form? 你填申请表了吗？

- ☆ Do you have any other documents to prove your language proficiency?
  你还有其他材料来证明你的语言水平吗？
- ☆ Could you attach your related certificates? 你能附上相关证明吗？
- ☆ Have you obtained any certificates of scientific qualification? 你获得过什么科学证书吗？
- ☆ Did you receive any honors or rewards at university? 你在学校获得过什么荣誉或奖励吗？

04 Step

提交证件：

You are supposed to mail these documents before the interview.
你应该在面试前把这些材料发给他们。

- ☆ You can submit these application documents online. 你可以在线提交申请材料。
- ☆ Don't forget to submit your application form before the interview.
  在面试之前不要忘记提交你的申请材料。
- ☆ Don't hesitate to submit your related certificates. 提交你的相关证明，不要犹豫。
- ☆ I will instruct you to supplement application materials. 我会指导你补充申请材料。

05 Step

证件有效期：

How long is this certificate valid for? 这个证书的有效期是多久？

- ☆ How long will this document remain valid for? 这个证书的有效期是多久？
- ☆ What is the period of validity of the letter of credit? 信用证明的有效期限时多长？
- ☆ How long is this certificate good for? 这个证书的有效期是多久？
- ☆ The certificate of identity has 10 years' validity. 身份证明的有效期是 10 年。

06 Step 证件过期：

We find out that your TOEFL certificate has already expired.
我们发现你的托福成绩已经过期了。

- ☆ Your certificate is invalid. 你的证件失效了。
- ☆ Your passport is out of date. 你的护照过期了。
- ☆ This document has passed their expiry date. 这份材料已经过了有效期。
- ☆ Expired documents won't be accepted by the company. 公司不接受过期材料。

07 Step 证件的真实性：

Who can verify its authenticity? 谁能证明它的真实性？

- ☆ Who can certify the truthfulness of your documents? 谁能证明你的证件的真实性？
- ☆ You are responsible for the validity of all submitted application materials.
  你要对你提交的全部材料的真实性负责。
- ☆ You should make a declaration of the validity of your materials.
  你应该对你的材料的真实性作出声明。
- ☆ This certificate is enclosed with an expert's signature to guarantee its authenticity.
  这个证书附有专家签名，以确保其真实性。

08 Step 期待证件合格：

I have craved for the approval of my application materials for a long time. 我已经渴望申请材料获得批准很久了。

- ☆ I am eager to get an answer after submitting my application form.
  在提交申请表后，我很期望得到回复。
- ☆ I look forward to the reply after finishing application. 在完成申请后，我很期待回复。
- ☆ I long for the approval of my documents. 我期待我的材料获得批准。
- ☆ Hopefully, after preparation of documents, I will stand a chance in getting this job.
  在准备完材料后，我很有希望得到这份工作。

09 Step 证件不全：

I forgot to prepare these documents. 我忘记准备这些证件了。

- ☆ You haven't filled out the application form. 你还没填申请表呢。
- ☆ I can't take identification photos as the photographer is not available today.
  我今天不能照证件照，因为照相师不在。
- ☆ You won't feel regret if you fully prepared your materials.
  如果你材料准备充分，你就不会感到遗憾。
- ☆ It is a pity that you forgot to print your certificates. 很遗憾，你忘了打印你的证件。

10 Step 证件造假：

Many companies nowadays pay great attention to authenticity of certificates. They don't permit false materials.
如今很多公司都越来越注重证书的真实性，他们不允许证件造假。

- ☆ How can people use false documents? 人们怎么能用假文件呢？
- ☆ The professor has a fake degree and it is a big shock. 教授拥有假的学历，实在令人震惊。
- ☆ It is quite astonishing that he is using false materials. 他竟然用假的材料，太让人震惊了。
- ☆ You will be prosecuted if you provide misleading information.
  如果你提供欺骗性信息，你将会被起诉。

情景会话实战演习

身临其境，融会贯通

1 询问要准备的证件

A: What kinds of documents should I prepare for an interview? [1]

A: 我应该为面试准备什么样的材料?

B: I think you must provide the related supporting documents, such as your photocopy of ID card and resume.

B: 我觉得你必须要提供一些相关材料，比如身份证复印件和简历。

A: OK. Shall I provide other certificates? [1]

A: 好的，那我还要提供其他材料吗?

B: It depends on the job you apply for. But generally speaking, you need to provide your schooling certificates.

B: 这要取决于你申请的工作。但是一般而言，你需要提供你的学历证明。

A: What if I failed in the interview?

A: 如果我面试失败了怎么办?

B: That's why you must fully prepare your materials.

B: 这就是为什么你要把材料准备充分。

2 复印证件

A: Hi, what can I do for you?

A: 你好，我能为你做什么?

B: I need to print my resume and duplicate my ID card. [2]

B: 我需要打印我的简历并复印我的身份证。

A: No problem. How many copies do you want?

A: 没问题。你需要几份?

B: Two copies each, please. Can I take identification photos here? [2]

B: 每个两份。我能在这儿照证件照吗?

A: Sorry, the photographer is currently not available.

A: 不好意思，我们的照相师现在不在。

B: All right then, I will do it somewhere else.

B: 那好吧，我去别的地方看看。

A: Here are your copies. Two dollars in total.

A: 这是你的复印件，一共两美元。

B: Here you go. Thanks.

B: 谢谢，给你钱。

3 证件准备不充分

A: George, you are applying for the English-teacher position in a high school, right?

A: 乔治，你在申请一所高中的英语教师岗位，是吧?

B: Yes. I have craved for the approval of my application materials for a long time. [8]

B: 是的。我已经渴望申请材料获得批准很久了。

A: Why do you decide to take this job?

A: 为什么决定做这个工作?

B: I have been working for a private school for two years, and I think I am qualified.

B: 我已经在一所私立学校工作两年了，我觉得自己能胜任这份工作。

A: Great. Have you completed the application form? [3]

A: 非常好。你填申请表了吗?

B: Of course. I have sent them an e-mail.

B: 当然，我已经给他们发邮件了。

A: Let me have a look. I heard they also need the teaching certification and the recommendation letter from school.

A：我看一下。我听说他们还需要你的教师资格证和学校的推荐信。

B: That's terrible. I forgot to prepare these documents.[9]

B：太糟糕了。我忘记准备这些证件了。

A: In that case, you are supposed to mail these documents before the interview.[4]

A：那样的话，你应该在面试前把这些材料发给他们。

B: Sure, I will do it immediately after I get home.

B：好的，我到家后马上就发。

4 证件过期

A: Hi, I want to know if my application has been approved.

A：嗨，我想问一下我的申请通过了吗？

B: Mr. John, I am sorry to inform you that your application has been rejected.

B：约翰先生，我很遗憾地通知你，你的申请被拒绝了。

A: What? It is impossible! Could you tell me the reason?

A：什么？这不可能！你能告诉我原因吗？

B: In fact, we find out that your TOEFL certificate has already expired.[6]

B：实际上，我们发现你的托福成绩已经过期了。

A: Really? Let me check it. I barely notice that. How long is this certificate valid for?[5]

A：真的吗？让我看一下。我都没注意到。这个证书的有效期是多久？

B: It is only valid for two years. Do you have any other documents to prove your language proficiency?[3]

B：有效期只有两年。你还有其他材料证明你的语言水平吗？

A: I took an IELTS tests two years ago, but I am afraid it is also invalid now.

A：我两年前考过雅思，不过我担心它现在也过期了。

5 面试前证件检查

A: Morning, Nancy. What are you doing now?

A：早上好，南希，你在干什么？

B: Morning. I am applying for an internship position in the hospital. Can you give me some advice?

B：早上好，我在申请医院的实习生岗位。你能给我一些建议吗？

A: Sure. Your resume only shows that you are a postgraduate in medical science. Could you attach your related certificates?[3]

A：当然。你的简历只表明你是一个医药科学的研究生，你能附上相关证明吗？

B: It is a good idea. Here is my graduate certificate.

B：好主意。这是我的毕业证书。

A: Do you have a photocopy?

A：你有复印件吗？

B: Yes, here you are.

B：有，给你。

A: Thanks. How about other certificates?

A：谢谢。还有其他证书吗？

B: I have a certification of honor graduate and that of first prize in a medical competition.

B：我有荣誉毕业生证书和医学竞赛一等奖证书。

A: Brilliant. Who can verify their authenticity?[7]

A：太棒了。谁能证明它们的真实性？

B: They can e-mail my supervisor if necessary.

B：如果有必要他们可以给我导师发邮件。

03 请人推荐

即翻即用的场景关键词

点滴积累，扫清障碍

个人品质 Personal Qualities

mature [mə'tjuə] *adj.* 成熟的
aggressive [ə'gresiv] *adj.* 有进取心的
honest ['ɔnist] *adj.* 诚实的
independent [indi'pendənt] *adj.* 独立自主的
energetic [enə'dʒetik] *adj.* 有活力的
optimistic [ɔpti'mistik] *adj.* 乐观的
sincerity [sin'seriti] *n.* 诚恳
enthusiasm [in'θju:ziæzəm] *n.* 热忱
conscientious [ˌkɔnʃi'enʃəs] *adj.* 尽责的，仔细的
reliability [rilaiə'biliti] *n.* 可靠性
polite [pə'lait] *adj.* 有礼貌的
elegant ['eligənt] *adj.* 优雅的

个人能力 Personal Ability

intellectual [ˌinti'lektʃuəl] *adj.* 聪明的
capacity [kə'pæsiti] *n.* 能力
breadth [bredθ] *n.* 见识广博
diligence ['dilidʒəns] *n.* 勤勉
resourceful [ri'sɔ:sfəl] *adj.* 有策略的
flexibility [ˌfleksə'biləti] *n.* 灵活性
preparedness [pri'peridnis] *n.* 有准备
extensive [ik'stensiv] *adj.* 广泛的
logical ['lɔdʒikl] *adj.* 条理分明的
innovative ['inəuˌveitiv] *adj.* 创新的
specialty ['speʃəlti] *n.* 专业
mastery ['mæstəri] *n.* 熟练，精通
certification [ˌsə:tifi'keiʃən] *n.* 证明，证书
license ['laisəns] *n.* 执照

发展前景 Development Prospects

improvement [im'pru:vmənt] *n.* 改进
expectation [ˌekspek'teiʃən] *n.* 期望
potential [pə'tenʃəl] *n.* 潜力
challenge ['tʃælindʒ] *n.* 挑战
reform [ri'fɔ:m] *v.* 改革，改良
originality [əˌridʒi'næliti] *n.* 独创性
attainment [ə'teinmənt] *n.* 成就
accomplishment [ə'kɔmpliʃmənt] *n.* 实现，达成

推荐人 Reference

partner ['pɑ:rtnə] *n.* 伙伴
colleague ['kɔli:g] *n.* 同事
professor [prə'fesə] *n.* 教授
director [di'rektə] *n.* 理事，主任
expert ['ekspə:t] *n.* 专家
authority [ɔ:'θɔriti] *n.* 权威

高频使用的短语

"动静"结合，活学活用

名词短语

专业网络工程师 professional Internet engineer
商务顾问 business consultant
电子邮件地址 e-mail address
学习能力 scholastic aptitude
学习表现 academic performance
道德标准 moral standards
稳重个性 stable personality
领导素质 leadership quality
团队精神 team spirit
组织能力 organizational capability
好事 a great deed
关键事物 the key item
电话号码 telephone number
好奇心 spirit of inquiry
责任感 sense of responsibility
系统管理 systematical management
沟通技巧 communication skill
人际关系 interpersonal relationship
强大的事业心 strong career-ambition

动词短语

打算做…… intend to do
被当做 be regarded as
坚持某人的观点 be firm on one's opinion
请求 call for
与……相处融洽 get on（well）with
进行，开展，执行(计划,命令) carry out
以……出名 be famous for
为某事表扬某人 praise sb. for sth.
被……感激 be appreciated by
被称做 be named as
保持联系 keep in touch
出现 come out
举行会议 hold a meeting
答应，允诺 make a promise
为……自豪 be proud of

其他短语

尽快 as soon as possible
反之，正相反 on the contrary
不惜任何代价 at all costs
有效，实施中 in force
有利于，赞成，支持 in favor of
按照，根据 in the light of
为了 with the purpose of
好转，改善 for the better
因此，结果 in consequence
无论如何 at all events
除……之外 with the exception of
例如，举例说 for instance
其实，事实上 as a matter of fact
最终，从长远来看 in the long run

请求与推荐人会面：

01 Step

I am calling for an appointment with Dr. Zhang this week.
我想在这周内与张博士会面。

- ☆ I am calling to request an appointment with Dr. Zhang during this week.
  我想在这周内与张博士会面。
- ☆ This call is for an appointment with Dr. Zhang this week.
  我打电话是因为想和张博士在这周内安排一次会面。
- ☆ I am calling to meet Dr. Zhang during this week. 我想在这周内与张博士会面。

说明与推荐人的会面目的：

02 Step

I intend to request a letter of recommendation from Dr. Zhang for my application in ABC Company.
我想请张博士帮我写一封推荐信，我要在 ABC 公司申请一个职位。

- ☆ I am doing my best to obtain a recommendation letter from Dr. Zhang for my application in ABC Company. 我尽我所能想获得张博士的一封推荐信，以帮我在 ABC 公司申请一个职位。
- ☆ I am looking forward to Dr. Zhang's recommendation letter for my application in ABC Company. 我期待着张博士给我写一封推荐信，帮我在 ABC 公司申请一个职位。

与推荐人确认会面时间：

03 Step

According to Dr. Zhang's schedule, he will be free at three o'clock on this Wednesday afternoon.
根据张博士的日程表显示，他这周三下午 3 点有时间。

- ☆ According to Dr. Zhang's schedule, he will be available at 3 p. m. on this Wednesday.
  根据张博士的日程表显示，他这周三下午 3 点有时间。
- ☆ Dr. Zhang's agenda shows that he will be free at three o'clock on this Wednesday afternoon.
  张博士的日程表显示，他这周三下午 3 点有时间。

希望推荐信顺利完成：

04 Step

I hope this letter will not consume much of your time.
我希望这封信不会花费您太多时间。

- ☆ I hope this letter will not take so much of your time. 我希望这封信不会花费您太多时间。
- ☆ I hope this letter will not be much trouble to you. 我希望这封信不会给您带来太多麻烦。

与推荐人确认信息：

05 Step

I am calling to clarify some essential information with you about the recommendation letter. 我打电话给你是想确认一下推荐信里的一些信息。

- ☆ I would like to confirm some important information with you about the recommendation letter.
  我想和你确认一下推荐信里的一些重要信息。
- ☆ I'm trying to verify some important information in your recommendation letter.
  我想确认一下你推荐信里的一些重要信息。

肯定推荐信的价值：

06 Step

I believe that it will be crucial for the success of my position application. 我可以肯定它对我成功申请到这个职位会至关重要。

☆ I am firm on my opinion that the letter can improve my chance to get the position.
我可以肯定这封信能增加我获得该职位的机会。

☆ I think the letter will be important for the success of my position application.
我可以肯定这封信对于我能够成功申请到这个职位起到重要的作用。

记录推荐人的信息：

07 Step

I should keep your contact information for the company's inquiry.
我需要写下您的联系方式，方便招聘公司咨询。

☆ I would like to record your contact information for the company's inquiry.
我需要写下您的联系方式以方便招聘公司咨询。

☆ Your contact details are required by the company for further checking.
招聘公司需要您的联系方式，供以后查询。

说明联系方式：

08 Step

Please note that e-mail is preferable for contact.
请注明我希望通过电子邮件来联系。

☆ Please highlight that I prefer contact by e-mail. 请注明我希望通过电子邮件来联系。

☆ Please state that e-mail is the best way to contact me.
请注明对于我而言电子邮件是最好的联系方式。

找寻更多推荐人：

09 Step

I think it would be better to have one more recommendation letter from another person.
我想如果我能再有一封其他人写的推荐信会更好。

☆ I believe that I need another person to write one more recommendation letter for me.
我想我还需要一个推荐人为我写一封推荐信。

☆ I am hoping that I could collect one more recommendation letter from another person.
我想我还需要一个推荐人为我写一封推荐信。

☆ I am requesting one more letter from another person who would like to recommend me.
我要从愿意推荐我的人那里再得到一封推荐信。

通过他人与推荐人取得联系：

10 Step

I would get his e-mail address or telephone number for you and you can try to keep in touch with him. 我可以尝试获得他的电子邮件地址或者电话号码，这样你就可以联系他了。

☆ I would try to get his e-mail address or telephone number for your contact.
我会努力获得他的电子邮件地址或者电话号码，以帮你联系他。

☆ I would find out his e-mail address or telephone number, and then you could contact him.
我会弄到他的电子邮件地址或者电话号码，这样你就可以联系他了。

1 与推荐人预约会面

A: Hello, I am Xu Hang, Dr. Zhang's stdent. I am calling for an appointment with Dr. Zhang in this week.[1] Is it possible for you to arrange it for me?

A：你好，我是张博士的学生徐航。我想在这周内与张博士会面。你能帮我安排吗？

B: May I know the general matter about this appointment?

B：我可以大概了解一下会面的目的吗？

A: I intend to request a letter of recommendation from Dr. Zhang for my application in ABC Company.[2]

A：我想请张博士帮我写一封推荐信，我要在 ABC 公司申请一个职位。

B: OK, it is fine. According to Dr. Zhang's schedule, he will be free at three o'clock on this Wednesday afternoon.[3] Is it convenient for you?

B：好的。根据张博士的日程表显示，他这周三下午 3 点有时间。这个时间可以吗？

A: Yes, it is fine.

A：可以，这个时间可以。

2 与推荐人面谈

A: Good afternoon, Dr. Zhang. I am so glad that you accept my request about the letter of recommendation.

A：下午好，张博士。我很高兴您接受了我请您写推荐信的要求。

B: It is my pleasure. You are one of my favorite students in this University. I am glad to help you.

B：我很荣幸。你是我在这个学校里最满意的学生之一。我很高兴我能为你提供帮助。

A: I hope this letter will not take so much of your time.[4]

A：我希望这封信不会花费您太多时间。

B: It's all right. Please give me more information about the application.

B：不用担心。再给我提供一些你求职的信息。

A: OK. I am trying to apply for the position as a manager assistant in ABC Company. I think it would be better to let the employer know that I have enough professional knowledge in this field. And I also have two years' experience as your assistant.

A：好。我想在 ABC 公司申请一个经理助理的职位。我想让招聘者了解我在专业领域有着丰富的知识。而且我有两年当您助理的工作经验。

B: That is true. I will put all I know about you in this letter.

B：好的。我会将我所了解的你全面地写在推荐信中。

3 与推荐人确认信息

A: Hi, Xiao Ming. I am calling to clarify some essential information with you about the recommendation letter.[5]

A：嗨，肖明。我打电话给你是想确认一下推荐信里的一些信息。

B: OK, please.

B：好的，请说。

A: I just want to make sure whether you have some certification in other fields except the master's degree you got on commerce.

A：我只是想和你确认一下，你除了拥有贸易学方面的硕士学位外还有没有其他领域的证书？

B: Yes, I also have the certification as a professional Internet engineer and the license as a business consultant.

B：有，我还有专业网络工程师和商务顾问的执业证书。

A: That is great! I will mention them in my recommendation letter.

A：很好！我会在推荐信里提及这些内容的。

4 找其他推荐人

A: Hello, Xiao Ming. Did you get the recommendation letter from Dr. Zhang?

A：你好，肖明。你拿到张博士的推荐信了吗？

B: Yes. I just got it.

B：是的。我刚刚拿到。

A: Good! Is everything ready for this application?

A：很好！一切都准备就绪了吧？

B: Almost done. But I think it would be better to have one more recommendation letter from another person.[9]

B：差不多了。但是我想如果我能再有一封其他人写的推荐信会更好。

A: That is right. How about Dr. Chen? When he was working on his project last year, you were one of his researchers. And he knew you very well.

A：是的。陈博士怎么样？他去年实施项目时，你是他的研究员。他很了解你。

B: Perfect advice! But he is working abroad. I am not sure if I could contact him now.

B：好建议！但是他现在在外国工作。我不确定是否能够联系到他。

A: No worry! The director of our department is working with him now. I could get some information from him.

A：不必担心！我们院系的理事现在和他一起工作。我可以从他那里得到一些信息。

B: Thanks!

B：谢谢你！

04 招聘信息

即翻即用的场景关键词

点滴积累，扫清障碍

雇用 Employment

employ [im'plɔi] *v.* 雇用
hire ['haiə] *v.* 雇用
employment [im'plɔimənt] *n.* 雇用
recruit [ri'kru:t] *v.* 招聘
recruitment [ri'kru:tmənt] *n.* 招聘
employee [im'plɔi'i:] *n.* 雇员
staff [stɑ:f] *n.* 全体员工
personnel [ˌpə:sə'nel] *n.* （总称）人员
employer [im'plɔiə] *n.* 雇主
job hunter 求职者

搜索 Search

seek [si:k] *v.* 寻找
quest [kwest] *v.* 寻找，探索
investigate [in'vestigeit] *v.* 调查
review [ri'vju:] *v.* 回顾
hunt [hʌnt] *v.* 搜寻

渠道 Channel

approach [ə'prəutʃ] *n.* 途径
via ['vaiə] *prep.* 通过
website ['webˌsait] *n.* 网站
board [bɔ:d] *n.* 板
notice ['nəutis] *n.* 通知
consultation [ˌkɔnsəl'teiʃən] *n.* 咨询
recommendation [ˌrekəmen'deiʃən] *n.* 推荐
poster ['pəustə] *n.* 海报
handbill ['hændbil] *n.* 传单
mobile TV 移动电视

信息 Information

informative [in'fɔ:mətiv] *adj.* 提供信息的
resource [ri'sɔ:s] *n.* 资源
release [ri'li:s] *v.* 发布
post ['pəust] *n.* 张贴
reservoir ['rezəvwɑ:] *n.* 汇集
share [ʃɛə] *v.* 分享
collection [kə'lekʃən] *n.* 收集
gather ['gæðə] *v.* 收集
extensive [ik'stensiv] *adj.* 广泛的
intensive [in'tensiv] *adj.* 集中的

要求 Requirement

require [ri'kwaiə] *v.* 要求
request [ri'kwest] *v.* 请求
criterion [krai'tiəriən] *n.* 标准
demand [di'mɑ:nd] *v.* 需要
standard ['stændəd] *n.* 标准
yardstick ['jɑ:dstik] *n.* 衡量标准

高频使用的短语

“动静”结合，活学活用

名词短语

招聘信息 recruitment information
搜索引擎 search engine
困难的工作 tough work
招聘广告 employment advertisement
招聘广告 want ads
信息收集 information collection
公告栏 notice board
一条 a piece of
很大的兴趣 high interest
招聘网站 recruitment website
有用信息 useful information
信息资源 information resources
各种资源 various resources
免费 free of charge
很多 piles of
大众 general public
很多 a great amount of
大多数 the majority of

动词短语

搜索 search for
使……困惑 be confused by
浏览 go through
忙着做…… be busy doing
汇总 gather up
听说 hear about
急着做…… hurry to do
同意某事 assent to sth.
进入某物 get access to sth.
缩小范围 narrow down
碰巧做…… happen to do
对……很重要 be crucial for
来源于 spring from
弄清 figure out
同意 go along with
记录下 write down

形容词短语

最新的 the latest
有用并且实际 useful and practical
最新的 the newest

其他短语

同时 at once
出于对……的考虑 for the sake of
及时 in time
总共 in total
一步步 step by step
为了做…… in order to do
只要 as long as
准时 on time
近在眼前 just around the corner

场景中脱口而出的单句

实战口语，步步为营

01 Step

如何查找招聘信息：

How to search for recruitment information online?
如何在网上搜索招聘信息？

- ☆ Can I get the information that I need? 我能得到我想要的信息吗？
- ☆ Where can I search for employment information? 我在哪里能搜索到雇用信息？
- ☆ How to get access to the recruitment website? 如何进入招聘网站？

02 Step

查找信息遇到困难：

It is still very difficult for me to find useful information following your suggestion. 依照你的建议，我还是很难找到有用信息。

- ☆ Searching for information is tough work. 查找信息是件困难的事。
- ☆ I am confused by various information resources. 种类繁多的信息资源使我困惑。

03 Step

帮助获取信息：

You should get access to the Internet. 你应该连上互联网。

- ☆ Can you narrow it down? 你能把范围缩小吗？
- ☆ You can go through them. 现在你可以浏览一下。
- ☆ I happen to see a piece of recruitment information online. 我碰巧在网上看见一条招聘信息。
- ☆ Have you got useful employment information? 你得到有用的招聘信息了吗？

04 Step

汇总招聘信息：

I am busy collecting job information now.
我现在正忙着收集工作信息。

- ☆ How much information have you gathered? 你收集了多少信息？
- ☆ You should collect as much information as possible. 你应该尽可能多地收集信息。
- ☆ Information collection is crucial for finding a job. 信息收集对于找工作非常重要。
- ☆ You should gather up employment information from various resources.
  你应该从多种渠道收集招聘信息。

05 Step

询问信息来源：

Where did you get so much information? 你从哪里得到那么多信息？

- ☆ Where can I get the latest recruitment information? 我从哪里能得到最新的招聘信息？
- ☆ Where did you hear about the information? 你从哪里听说这个信息的？

06 Step 招聘信息分类：

How to classify these information? 怎么对这些信息进行分类呢？

- ☆ Information can be categorized according to date, salary, requirements, etc.
  可根据日期、薪酬、要求等进行信息分类。
- ☆ You need to classify these recruitment information in order to figure out your preferable choices. 为了明确你的理想选择，你需要对招聘信息进行分类。
- ☆ The classification of employment information is crucial in job hunting.
  招聘信息的分类在求职中很重要。

07 Step 发布招聘信息：

I hurry to publish a want ad. 我急着发布一个招聘广告。

- ☆ It is free of charge most of the time as long as you register a name.
  只要你注册一个姓名，大部分时间是不要钱的。
- ☆ Most companies publish their latest recruitment news on the notice board.
  大多数公司都会在公告栏上公布最新的招聘信息。
- ☆ Individual has no right to release employment information to the general public.
  个人没有权利向公众发布招聘信息。

08 Step 分享招聘信息：

I want to share this information with you.
我想跟你分享一下这条信息。

- ☆ Sharing recruitment information with others can be mutually beneficial.
  与别人分享招聘信息可以获得双赢。
- ☆ The information resources shared by applicants promotes equality.
  申请人分享的信息资源促进了公平性。
- ☆ The group members should share recruitment advertisements in time.
  组员之间应该及时分享招聘信息。

09 Step 赞同收集招聘信息的方式：

The way you collect information is good.
你收集信息的方法不错。

- ☆ I am in favor with your approach of information collection. 我赞同你收集信息的方式。
- ☆ I fully agree with your classification of employment information.
  我完全同意你对招聘信息的分类。
- ☆ I assent to your plan of collecting job information. 我同意你收集工作信息的计划。

10 Step 表示对招聘信息感兴趣：

This information is tempting! 这个信息很吸引人！

- ☆ I am quite interested in it. 我对这个很感兴趣！
- ☆ This employment advertisement appeals to me a great deal. 这则招聘信息非常吸引我。
- ☆ I read this advertisement with high interest. 我带着浓厚的兴趣读了这则广告。
- ☆ The recruitment information on the notice board attracts me deeply.
  公告栏上的招聘信息深深地吸引了我。

情景会话实战演习

身临其境，融会贯通

1 如何查找招聘信息

A: Hello, this is Vocational Counsel Center. What can I do for you?

A：你好，这里是就业指导中心，有什么可以帮忙的吗？

B: Hi, I just wonder how to search recruitment information online.[1]

B：你好，我想知道如何在网上搜索招聘信息。

A: To begin with, you should get access to the Internet.[3] Then, you may search for job websites.

A：首先，你应该连接上互联网。然后，你可以搜索招聘网站。

B: OK, I will write down the process. What shall I do next?

B：好的，我会把过程记录下来的。接下来我要干什么？

A: Selecting job titles by simply clicking the button in the corresponding column.

A：通过简单地单击相应栏的按钮选取工作种类。

B: So in this way I can get the information I need?

B：所以，用这种方式，我能得到我想要的信息吗？

A: Absolutely. Further inquiry is welcome if you have any question.

A：绝对可以。如果你有任何问题，欢迎进一步咨询。

B: Terrific! Thank you for your help.

B：太棒了！非常感谢你的帮助。

2 找不到招聘信息

A: This is Vocational Counsel Center. Is there anything I can do for you?

A：这里是就业指导中心，有什么可以帮助你的吗？

B: Hi, I called yesterday about how to search for recruitment information online.

B：你好，我昨天给你打过电话咨询如何在网上搜索招聘信息。

A: I remember. Is there any problems?

A：我记起来了。有什么问题吗？

B: Yes. It is still very difficult for me to find useful information following your suggestion.[2]

B：是的，依照你的建议，我还是很难找到有用信息。

A: Well, let's do it step by step. What kind of job are you looking for?

A：好的，我们一步一步来。你在找什么工作？

B: Management.

B：管理类。

A: Let me see… it is too general. Can you narrow it down?[3]

A：让我想想……这个太笼统了，你能把范围缩小吗？

B: Business management. Is that Ok?

B：工商管理。这样行吗？

A: Sure. it lists twenty job vacancies below. Now you can go through them.[3]

A：当然，这下面列出了 20 个职位空缺。现在你可以浏览一下。

B: Thanks again for your help.

B：再次感谢你的帮助。

3 招聘信息汇总

A: Jack, would you hang out with me tonight?
B: Sorry, I am busy collecting job information now.[4]
A: How much information have you gathered?[4]
B: A great amount. Twenty pages in total.
A: That's incredible! Where did you get so much information?[5]
B: I gather them up from various resources.
A: Well, I suggest you figure out how much information is meaningful and then select them according to their importance.
B: Good idea!

A：杰克，今天晚上你能跟我出去逛吗？
B：不好意思，我现在正忙着收集工作信息呢。
A：你收集了多少信息？
B：很多。总共 20 页。
A：太不可思议了！你从哪里得到那么多信息？
B：我从多种资源汇总的。
A：好的，我建议你找出有多少信息是有意义的，然后根据它们的重要性进行挑选。
B：好主意！

4 招聘信息筛选

A: How do you deal with piles of employment information?
B: I will categorize them and remove useless information.
A: But how to classify these information?[6]
B: Information can be categorized according to date, salary, requirement, etc.[6]
A: How long does it take to finish this task?
B: I have to complete it as soon as possible, for job fairs are just around the corner.
A: OK, go on with your work. I will come to you later.
B: See you soon.

A：你怎样处理这么多招聘信息？
B：我会把它们进行分类，并且删除无用的信息。
A：但是怎么对这些信息进行分类呢？
B：可以根据日期、薪酬、要求等进行信息分类。
A：完成这项工作要花费多长时间？
B：我不得不尽快完成，因为招聘会迫在眉睫了。
A：好吧，继续你的工作吧。我一会儿再来找你。
B：一会儿见。

5 发布招聘信息

A: Hey, where are you heading for?
B: I am on my way to the library.
A: Are you going to borrow books?
B: No, I hurry to publish a want ad,[7] but my Internet is broken.
A: I see. How much is it for posting an advertisement?
B: It is free of charge most of the time as long as you register a name.[7]
A: I am quite interested in it.[10]

A：嘿，你去哪儿啊？
B：我要去图书馆。
A：你是去借书吗？
B：不是，我急着发布一个招聘广告，但是我家断网了。
A：我懂了。发布一则招聘广告要多少钱？
B：只要你注册一个姓名，大部分时间是不要钱的。
A：我对这个很感兴趣！

05 网上投递简历

即翻即用的场景关键词

点滴积累，扫清障碍

企业名称 Business Title

enterprise ['entəpraiz] *n.* 企业，事业
firm [fə:m] *n.* 商号，商行
conference ['kɔnfərəns] *n.* 工会
company ['kʌmpəni] *n.* 公司
incorporation [in,kɔ:pə'reiʃən] *n.* 法人组织
corporation [,kɔ:pə'reiʃən] *n.* 股份公司
conglomerate [kən'glɔmərit] *n.* 联合大企业
institution [,insti'tju:ʃn] *n.* 机构
union ['ju:niən] *n.* 联盟，协会
sector ['sektə] *n.* 行业，部门

职位名称 Position Title

manager ['mænidʒə] *n.* 经理
secretary ['sekrətəri] *n.* 秘书
counselor ['kaunsələ] *n.* 顾问
educator ['edju,keitə] *n.* 教育者
clerk [klɑ:k] *n.* 职员
supervisor [,sju:pə'vaizə] *n.* 监督者
operator ['ɔpəreitə] *n.* 操作员
officer ['ɔfisə] *n.* 公务员
technician [tek'niʃən] *n.* 技术人员
cashier [kæ'ʃir] *n.* 出纳员

网络术语 Internet Terminology

website ['web,sait] *n.* 网页
network ['net,wə:k] *n.* 网络
register ['redʒistə] *n.* 注册
bandwidth ['bænd,widθ] *n.* 宽带
browser ['brauzə] *n.* 浏览器
database ['deitəbeis] *n.* 数据库
teleconference ['teli,kɔnfərəns] *n.* 电信会议
index ['indeks] *n.* 索引

网络操作 Network Operation

download ['daunləud] *v.* 下载
upload ['ʌpləud] *v.* 上传
login [lɔ:g,in] *v.* 登录
logoff [lɔg'ɔf] *v.* 登出，注销
preview [,pri:vju:] *v.* 预览
upgrade ['ʌp'greid] *v.* 升级
refresh [ri'freʃ] *v.* 刷新
reset [ri'set] *v.* 重置
subscribe [səb'skraib] *v.* 订阅
submit [səb'mit] *v.* 提交
select [si'lekt] *v.* 选择
delete [di'li:t] *v.* 删除

高频使用的短语

"动静"结合，活学活用

名词短语

电子版本 electronic copy
电子邮箱 e-mail box
人力资源部 Human Resource Department
职业期待 career expectation
客户服务 customer service
隐私策略 privacy policy
数据交换接口 data exchange interface
快闪存储器 flash memory
行政办事员 administrative clerk
人事部 personnel department
计算机处理操作员 computer processing operator
软拷贝 soft copy
副本 carbon copy
求职广告 a job-wanted advertisement
使用条款 terms of use
安全问题 security question
电子公告栏 bulletin board system
电子商务 electronic business
留言板 message board
电讯员 telecommunication executive
跨国公司 international corporation

动词短语

被认为应做…… be supposed to do
致力于 work on
归咎于 be blamed to
浏览，复习 look through
给……留口信 leave a message for
采取行动 take an action
使某人一直做某事 keep sb. doing sth.
投身于某物 devote oneself to sth.
致力于 focus on
相关于 be related to
有意义 make sense
全神贯注于……之中 put one's heart into
继续做工作 go on working

其他短语

刚刚 just now
同时 at the same time
匆忙地，立即 in a hurry
最后 in the last place
无论如何，至少 at any rate
依据，按照 in terms of
与某物有关 in relation to sth.
牢记，凭记忆 by heart
片刻，一会儿 for a moment
公开地，当众 in public
大规模地 on a large scale
目前，暂时 for the time being

投递简历前的准备：

01 Step

What documents are you preparing for your application?
你为职位申请准备了哪些文件？

- ☆ What documents are you going to provide for your application? 你要为职位申请准备哪些文件？
- ☆ What documents are supposed to be essential in your application?
  什么文件对于你申请职位来说应该是至关重要的？

明确网上投递简历的要求：

02 Step

Did you notice that you should offer the electronic copies of these documents online? 你注意到他们要求网上递交电子版文件了吗？

- ☆ Did you know that you should send the soft copies of these documents through Internet?
  你知道要通过网络递交电子版文件吗？
- ☆ Electronic copies of these documents are required. 要通过网络递交电子版文件。
- ☆ These documents should be submitted as electronic copies. 这些文件要以电子版的形式提交。

将证件做成电子版：

03 Step

I am busy transferring them into soft copies.
我正忙着将它们转换成电子版本。

- ☆ I am trying to make soft copies of these documents. 我正在试着将这些文件弄成电子版本。
- ☆ I want to scan these documents to get their electronic copies.
  我要扫描这些文件，以制作电子版复本。

请求别人帮助自己上网投递简历：

04 Step

Could you help me to revise these documents into electronic copies and send them to the ABC Company's e-mail address?
你能帮我把这些文件转换为电子版本并发送到 ABC 公司的邮箱吗？

- ☆ Do you mind give me a hand to revise these documents into soft copies and send them to the ABC Company's e-mail address?
  你能帮我把这些文件转换为电子版本并发送到 ABC 公司的邮箱吗？
- ☆ It will be appreciated if you could help me with the reform of these documents as electronic copies and mail them to the ABC Company's e-mail box.
  如果你能帮我把这些文件转换为电子版本并发送到 ABC 公司的邮箱，我会很感谢你。

将简历添加至邮件附件：

05 Step

I have already attached your documents to this e-mail.
我已经将文件的附件添加到你的邮件里了。

- ☆ Your documents have already been attached to this e-mail. 你的文件已经被添加到邮件里了。
- ☆ Your documents will be send as attachment in this e-mail. 你的文件会作为附件与邮件一起发送。

要求抄送邮件：

06 Step

Please send a carbon copy into my e-mail box as well.
请你将邮件抄送给我。

- ☆ Please send another copy to my e-mail address as well. 请你发送给我一份复件。
- ☆ I need to save it in my e-mail box. 我需要在邮箱里保存一份复件。

收到招聘公司的回复：

07 Step

I got a reply e-mail from the Human Resource Department of ABC Company a few minutes ago.
几分钟前我收到了 ABC 公司人力资源部的邮件回复。

- ☆ Just now I was replied by an e-mail from the Human Resource Department of ABC Company.
  刚刚我收到了 ABC 公司人力资源部的邮件回复。
- ☆ I got an e-mail reply from ABC Company just now.
  刚才我收到了 ABC 公司的邮件回复。

简历照片的格式问题：

08 Step

I think the photo is saved in the wrong format.
我想是照片的存储格式不正确。

- ☆ I think the file isn't saved in the right format. 我想是照片的存储格式有问题。
- ☆ I think the photo format cannot be read by the system. 我想系统不能读取照片的格式。

上网发布求职广告：

09 Step

So I am thinking about posting an advertisement online for my job hunting. 所以我想在网络上发布一个求职广告。

- ☆ So I am willing to post a job-wanted advertisement online.
  所以我想在网络上发布一个求职广告。
- ☆ I'd like to hunt a job online. 我想在网上找工作。
- ☆ I need to post a job-wanted ad online to secure a job.
  我需要在网上发布一个求职广告来谋取一份工作。

网络求职广告的内容：

10 Step

I will introduce myself briefly and state my expectation of the position in this advertisement.
我会在广告中简单介绍自己并阐述求职预期。

- ☆ I will provide my personal information and the expectation of my career in this advertisement.
  我会在广告中提供个人信息并阐述我对职业的期望。
- ☆ I will state my personal information and career expectation as the main content in this advertisement. 我会在广告中阐述自己的信息并阐述我对职业的期望。
- ☆ My personal information and career expectation would be expressed in this advertisement.
  我的个人信息和职业展望会出现在广告中。

1 准备投递简历

A: What documents are you preparing for your application? [1]

A：你为职位申请准备了哪些文件？

B: My personal resume, the recommendation letters, the certifications and some application forms.

B：我的个人简历、推荐信、相关证件和一些申请表格。

A: Oh, that is quite a lot! Did you notice that you should offer the electronic copies of these documents online? [2]

A：哦，这么多！你注意到他们要求网上递交电子版文件了吗？

B: Yes, I know. I am doing that now.

B：是的，我看到了。我正在弄呢。

2 网上投递简历

A: Could you help me transfer these documents into electronic copies and send them to ABC Company's e-mail address? [4] I am really not good at it.

A：你能帮我把这些文件转换为电子版本并发送到 ABC 公司的邮箱吗？我真的是不擅长这些事情。

B: No problem. I can do that.

B：没问题。我可以帮你。

A: Thanks a lot!

A：太感谢了！

B: I have already attached your documents to this e-mail. [5] You should put in your information before we send it out.

B：我已经将文件的附件添加到邮件里了。在发送前请你写下你的信息吧。

A: I will. And please send a carbon copy into my e-mail box as well. [6]

A：好的。请你将邮件抄送给我。

3 解决投递中的困难

A: Excuse me. Could you hold some time for me?

A：打扰一下。我能占用你一些时间吗？

B: Sure. What is the matter?

B：当然可以。怎么了？

A: I got a reply e-mail from the Human Resource Department of ABC Company a few minutes ago. [7] They said the photo in my resume cannot appear correctly. I don't know how to deal with it.

A：几分钟前，我收到了 ABC 公司人力资源部的邮件回复。他们说我简历里的照片不能浏览。我不知道怎么处理。

B: OK, hold on please. I will work it out.

B：好，稍等，我来看看。

A: Thank you so much! Take your time.

A：谢谢你！不用急。

B: I think the photo is saved in the wrong format.[8] I will modify it for you.

B：我想是照片的存储格式不正确。我来帮你改正。

A: Great! And I would like to send it again as soon as possible.

A：好！我想我要尽快再发送一次。

4 通过网络公布求职信息

A: It has been five days since I sent my resume to the ABC Company applying for a position. And I have not received any reply.

A：距离我向 ABC 公司递交职位申请已经 5 天了。我还没有得到任何回复。

B: Don't worry. I think they need some time to evaluate your application.

B：别着急，我想他们需要时间评估你的申请。

A: I know the routine. But I just do not want to miss other opportunities.

A：我知道这个流程。但我也不想错失其他机会。

B: You are right.

B：你说得对。

A: So I am thinking about posting an advertisement online for my job hunting.[9]

A：所以我想在网络上发布一个求职广告。

B: It is a brilliant idea.

B：这真是个好主意。

5 与招聘单位确认面试信息

A: Hello, this is ABC Company. Thank you for your application. And we have evaluated your resume online.

A：你好，这里是 ABC 公司。我是人力资源部的职员。感谢你的职位申请。我们已经对它进行了在线审核。

B: Oh, good. How about it?

B：哦，好。结果如何？

A: We think you may be the right one for this position. Would you like to take part in the face-to-face interview this Friday in our company?

A：我们认为你可能很适合这个职位。你愿意在周五来公司参加面试吗？

B: Of course, I would like to.

B：当然，我很愿意。

A: Great. And I will send an interview schedule to your e-mail box. Please read it carefully and you will get the detailed information about the interview.

A：好的。我会给你的邮箱发送一份面试日程。请你认真阅读，获取相关的细节信息。

B: Fine. Do you have any other tips?

B：好，你还有其他提示吗？

A: Yes, meanwhile you will also find an interview form in the attachment. Please fill it out and send it back to me before tomorrow.

A：是的，同时你还会在附件里看到一份面试登记表。请填好信息，在明天之前发给我。

B: No problem.

B：没问题。

06 参加招聘会

即翻即用的场景关键词

点滴积累，扫清障碍

招聘会 Job Fair

fair [fɛə] *n.* 展会
exhibition [eksi'biʃən] *n.* 展览会
labor ['leibə] *n.* 劳工
on-campus job fair 校园招聘会
market ['mɑ:kit] *n.* 市场
expo ['ekspəu] *n.* 展览会
headhunt ['hedhʌnt] *v.* 物色人才
special job fair 专场招聘会
regular job fair 定期招聘会

主办方 Sponsor

sponsor ['spɔnsə] *n.* 主办方
organizer ['ɔ:gənaizə] *n.* 组织者
sponsorship ['spɔnsəʃip] *n.* 赞助
auspice ['ɔ:spis] *n.* 主办
invest [in'vest] *v.* 投资
investor [in'vestə] *n.* 投资者
fund [fʌnd] *n.* 资金
expenditure [iks'penditʃə] *n.* 开支
investment [in'vestmənt] *n.* 投资

场地布置 Layout

entrance ['entrəns] *n.* 入口
exit ['eksit] *n.* 出口
stand [stænd] *n.* 展台
demonstration [ˌdemən'streiʃən] *n.* 展示
hall [hɔ:l] *n.* 会堂
zone [zəun] *n.* 区域
presentation [ˌprezən'teiʃən] *n.* 陈述
area ['ɛəriə] *n.* 区域

规模 Scale

scale [skeil] *n.* 规模
national ['næʃən(ə)l] *adj.* 全国的
grand [grænd] *adj.* 宏大的
range [reindʒ] *n.* 范围
scope [skəup] *n.* 范围
regional ['ri:dʒənəl] *adj.* 地区的
unprecedented [ʌn'presiˌdentid] *adj.* 空前的
advanced [əd'vɑ:nst] *adj.* 高级的

咨询 Consultation

consult [kən'sʌlt] *v.* 咨询
enquire [in'kwaiə] *v.* 询问
consultant [kən'sʌltənt] *n.* 顾问
advisory [əd'vaizəri] *adj.* 劝告的；顾问的
inquiry [in'kwaiəri] *n.* 询问

高频使用的短语

"动静"结合，活学活用

名词短语

大厅 main hall
招聘会 job exposition
直接目标 immediate goal
就业中心 career center
门票 entrance ticket
展板 exhibition board
面试通知 interview notification
免费 free of charge
明确的职业目标 explicit career goal
服务台 information desk
招聘会 job fair
面试机会 interview opportunity
准备工作 preparatory work
具体地点 specific location
明确的目标 explicit target
交通费 traffic expenditure
初试 first interview

动词短语

为……作准备 make preparation for
散发 send out
举行，发生 take place
安排 set up
等待 wait for
参加招聘会 attend a job fair
参加 participate in
支付 pay for
挑选 pick up 散发 hand out
安排面试 arrange interviews
期待做…… expect to do
路过 pass by

形容词词组

免费 free of charge
明确的职业目标 explicit career goal
一系列的 a set of
初试 the first interview
一小段时间 a short period of
非常有经验的 quite experienced

副词短语

准备充分 fully prepared
就要完成 almost done
耐心等待 wait patiently
完全完成了 completely finished
毕竟 after all
不必 not necessarily

介词短语

由……主办 under the auspices of
大规模 on a large scale
首先重要的一点 first and foremost
毫不犹豫 without hesitation
现场 on the spot
由……赞助 under the aegis of
在校园 on campus
在展台上 on the stand

场景中脱口而出的单句

实战口语，步步为营

01 Step 询问招聘会的目的：

What is the purpose of a job fair? 招聘会的目的是什么？

- ☆ Why shall we attend job fairs? 我们为什么去招聘会？
- ☆ What is the immediate goal of a job fair? 招聘会的直接目的是什么？
- ☆ Can I obtain an interview opportunity after attending a job fair? 我能在招聘会后获得面试机会吗？

02 Step 招聘会主办方：

Who sponsors job fairs in a university? 大学里的招聘会是谁主办的？

- ☆ Who is the organizer of this grand fair? 这个大型招聘会的组织者是谁？
- ☆ This job fair is sponsored by the career center. 这次招聘会由就业中心主办。
- ☆ This fair is held under the auspices of the government. 这次招聘会是由政府主办的。
- ☆ The annual job fair is under the aegis of the government. 年度的招聘会是政府赞助的。

03 Step 如何准备参加招聘会：

What shall I prepare for a job fair? 我应该为去招聘会作哪些准备？

- ☆ What is the preparatory work for attending a job fair? 参加招聘会的准备工作是什么？
- ☆ How to be fully prepared for a job fair? 怎样才能为招聘会作充分的准备？
- ☆ How to make preparation for a job fair? 怎样为参加招聘会作准备？
- ☆ How are the preparation for attending a job fair? 参加招聘会的准备工作进行得怎么样了？

04 Step 将要参加招聘会：

I am going to attend a job fair. 我要去参加招聘会。

- ☆ I will take part in the on campus job fair. 我会去参加校园招聘会的。
- ☆ I will go to the job fair without hesitation. 我将毫不犹豫地参加招聘会。
- ☆ Are you going to participate in the job fair? 你要参加招聘会吗？
- ☆ Will you go to the job fair? 你会去招聘会吗？

05 Step 参加招聘会的开销：

How much does it cost to attend a job fair? 参加一场招聘会要花多少钱？

- ☆ How much will I spend for a job fair? 参加一场招聘会要花多少钱？
- ☆ What is the expenditure for attending a job fair? 参加一场招聘会的开销是多少？
- ☆ Shall I pay for the entrance ticket of a job fair? 我需要支付招聘会的门票吗？
- ☆ Is the job fair free of charge for graduates? 招聘会对毕业生是免费的吗？

06 Step

寻找招聘会地点：

Where is graduates job fair being held? 请问毕业生招聘会在哪儿举行？

- ☆ Where does the job fair take place? 招聘会在哪儿举行？
- ☆ Where is the job fair held? 招聘会在哪儿举行？
- ☆ Where is the specific location of the job fair? 招聘会的具体地点在哪儿？
- ☆ Is the job fair held here? 招聘会是在这儿举行吗？

07 Step

查找招聘会展台信息：

Is this the stand of ABC company?
请问一下这里是 ABC 公司的展台吗？

- ☆ Where is the exhibition board? 展板在哪里？
- ☆ How to search for job information on the stand? 怎样在展台上查找工作信息？
- ☆ How to obtain information on the exhibition stand? 怎样在展台上获取信息？
- ☆ How to pick up useful information on the stand? 怎样在展台上挑选有用的信息？

08 Step

招聘会投递简历：

You should prepare a number of resumes to hand out.
你应该准备一些简历散发出去。

- ☆ You should send out your resumes in the job fair. 你应该在招聘会上散发简历。
- ☆ Job fairs provide a convenient location for job seekers to send out their resumes.
  招聘会为求职者提供了一个方便的散发简历的地点。
- ☆ Your resumes can be collected on the booths. 你的简历将会在展台上被收集。

09 Step

招聘会后等待面试通知：

We will set up an interview for you next week.
下周我们会为你安排面试。

- ☆ After a job fair, companies will arrange interviews. 招聘会后，公司会安排面试。
- ☆ After a job fair, you may receive an interview notice. 招聘会后，你可能会收到面试通知。
- ☆ After a job fair, you should wait for the interview notification patiently.
  招聘会后，你应该耐心等待面试通知。
- ☆ Not all applicants will be invited for an interview after job fairs.
  招聘会后，不是所有的申请者都能被邀请参加面试。

10 Step

参加招聘会的建议：

You'd better look for job vacancies and recruitment information before you attend a job fair.
在参加招聘会之前，你最好搜索一下空缺的职位和雇用信息。

- ☆ You should have an explicit career goal so that you would know which job to apply for in a job fair. 你应该有一个明确的职业目标，这样你才能知道在招聘会上申请哪个工作。
- ☆ An explicit target enables you to attend job fairs effectively.
  一个明确的目标能确保你有效地参加招聘会。
- ☆ You are not expected to apply for all job vacancies. 你不应申请所有空缺职位。

1 什么是招聘会

A: What is a job fair?
B: A job fair is an exposition for employers to meet with job hunters.
A: What is the purpose of a job fair? [1]
B: The purpose of a job fair is to provide opportunities for job seekers to talk with many companies' representatives in a short period of time.
A: Who sponsors job fairs in a university? [2]
B: On-campus job fair is usually sponsored by career centers.
A: Will companies recruit through online platforms?
B: Of course, online job fairs offer the same convenience as traditional job fairs.

A：什么是招聘会？
B：招聘会是一个雇主与求职者会面的展会。
A：招聘会的目的是什么？
B：招聘会的目的是为求职者提供一个在短时间内与许多公司的代表谈话的机会。
A：大学里的招聘会是谁主办的？
B：大学里的招聘会通常是就业中心主办的。
A：公司会通过网络平台招聘吗？
B：当然了，网络招聘和传统的招聘会一样方便。

2 准备参加招聘会

A: Hey Bob, I saw this ad in the newspaper. You should take a look.
B: What's it?
A: It is a job fair in a university. It looks perfect for you.
B: It looks good, but what shall I prepare for a job fair? [3]
A: Essentially, you should prepare a number of resumes to hand out. [8]
B: I know that, what else?
A: You'd better look for job vacancies and recruitment information before you attend a job fair. [10]
B: OK, I will follow your advice.

A：嗨，鲍勃，我在报纸上读到了这条广告，你应该看一看。
B：是什么广告？
A：某大学的招聘会广告，看上去很适合你。
B：看上去不错，但是我应该为去招聘会作哪些准备？
A：最基本地，你应该准备一些简历散发出去。
B：我知道，还有其他的吗？
A：在参加招聘会之前，你最好搜索一下空缺的职位和雇用信息。
B：好的，我会按你说的做的。

3 参加招聘会的开销

A: How much does it cost to attend a job fair? [5]
B: Let me see. You should at least print 20 copies of the resume, which will cost you about five dollars.

A：参加一场招聘会要花多少钱？
B：让我想想。你最少要打印 20 份简历，大概花费 5 美元。

A: How about other expenses?

A：那其他开销呢？

B: It depends. It generally includes traffic, meals and clothing.

B：看情况。大概包括交通费、饭费和服装费。

A: Shall I pay for the entrance ticket of a job fair? [5]

A：我需要支付招聘会的门票吗？

B: Most job fairs are free to graduates. So you don't have to pay.

B：大多数招聘会对毕业生是免费的，所以你不需要付钱。

A: Thank you for your information.

A：感谢你的信息。

4 招聘会场地询问

A: Excuse me, where is graduates job fair being held? [6]

A：打扰一下，请问毕业生招聘会在哪儿举行？

B: Do you have the address?

B：你有地址吗？

A: Yes, it locates in A building, fifth floor. But it seems I am getting lost.

A：是的，它在 A 座五层举行。但是我好像迷路了。

B: In that case, you are not on the right track, here is B building.

B：这样看来，你走错路了，这里是 B 座。

A: Could you show me the way, please? I must arrive there on time.

A：你能给我指一下路吗？我必须准时到达。

B: Sure, I just passed by A building. You should turn back to the first cross and it is on your left hand.

B：当然了，我刚路过 A 座。你应该往回走到第一个路口，它就在你的左手边。

A: Thanks a lot.

A：多谢了。

5 与招聘公司沟通

A: Hi, is this the stand of ABC company? [7]

A：你好，请问这里是 ABC 公司的展台吗？

B: Yes. What can I do for you?

B：是的，我能为你做什么吗？

A: I would like to apply for the post as human resource manager in your company. Here is my resume.

A：我想申请贵公司人力资源经理的职位。这是我的简历。

B: OK, how long have you been working in this field?

B：好的。你在这个领域工作多久了？

A: I have been working for almost 8 years as a human resource officer.

A：我已经当人力资源主管 8 年了。

B: Well, you are quite experienced. What's your expected salary?

B：好的，你非常有经验。你期望的薪水是多少？

A: 8, 000 yuan per month.

A：每月 8000 元。

B: All right, we will set up an interview for you next week. [9] Please check your e-mail after you get back.

B：好吧，下周我们会为你安排面试。请在回家之后查看邮箱。

A: Thanks a lot.

A：多谢了。

西装卖出去了

When the store manager returned from lunch, he noticed his clerk's hand was bandaged, but before he could ask about the bandage, the clerk said he had some very good news for him.

"Guess what, sir?" the clerk said. "I finally sold that terrible, ugly suit we've had so long!"

"Do you mean that repulsive pink-and-blue double-breasted thing?" the manager asked.

"That's the one!"

"That's great!" the manager cried, "I thought we'd never get rid of that monstrosity! That had to be the ugliest suit we've ever had! But tell me. Why is your hand bandaged?"

"Oh," the clerk replied, "after I sold the guy that suit, his guide dog bit me."

服装店经理吃完午餐回来，发现店员的手包上了绷带，没等他问，店员告诉他一个非常好的消息。

"猜猜看发生什么事了，经理。"店员说，"我终于把那套一直压在这儿的难看透顶的西装卖出去了!"

"不是那件粉红带蓝条的双排扣套装吧!那套衣服实在太可怕了!"

"就是那件。"

"太棒了!"经理叫道，"我一直以为我们无法处理掉那件怪物了，那是我们有过最难看的西装。对了，你的手怎么上绷带了?"

"哦，"店员说，"当我把那件西装卖给客人以后，他的导盲犬扑上来咬了我一口。"

Chapter

2

面试礼仪

07 着装礼仪
08 问候礼仪
09 道谢与婉拒
10 电话面试礼仪

07 | 着装礼仪

即翻即用的场景关键词

点滴积累，扫清障碍

服饰名称 Clothes Title

clothing ['kləuðiŋ] *n.* 衣服
suit [sju:t] *n.* 男外衣，西装
dress [dres] *n.* 女式礼服
uniform ['ju:niˌfɔ:m] *n.* 制服
jacket ['dʒækit] *n.* 夹克
shirt [ʃə:t] *n.* 衬衫
trousers ['trauzəz] *n.* 裤子
blouse [blauz] *n.* 女式衬衫
jeans [dʒi:nz] *n.* 牛仔
tailcoat ['teilˌkəut] *n.* 燕尾服

购买服饰 Buy Clothes

store [stɔ:] *n.* 商场
price [prais] *n.*价格
discount ['diskaunt] *n.* 折扣
bargain ['bɑ:gin] *v.* 讨价还价
cheap [tʃi:p] *adj.* 便宜的
expensive [ik'spensiv] *adj.* 昂贵的
cash [kæʃ] *n.* 现金
shelf [ʃelf] *n.*货架
size [saiz] *n.* 尺码
style [stail] *n.* 款型

描述服饰 Dcscribe Clothes

beautiful ['bju:təful] *adj.* 美丽的
suitable ['sju:təbl] *adj.* 适合的
formal ['fɔ:məl] *adj.* 正式的
casual ['kæʒuəl] *adj.* 休闲的
flashy ['flæʃi] *adj.* 浮华的
gaudy ['gɔ:di:] *adj.* 花俏的
conservative [kən'sə:vətiv] *adj.* 保守的
wonderful ['wʌndəfəl] *adj.* 完美的
plain [plein] *adj.* 朴素的
gorgeous ['gɔ:dʒəs] *adj.* 华丽的

商务场景 Business Occasions

meeting ['mi:tiŋ] *n.* 会议
negotiation [niˌgəuʃi'eiʃən] *n.* 协商
banquet ['bæŋkwit] *n.* 晚宴
conference ['kɔnfərəns] *n.* 论坛
exhibition [ˌeksi'biʃən] *n.* 展览
transaction [træn'zækʃən] *n.* 交易
scheme [ski:m] *n.* 计划
cooperation [kəuˌɔpə'reiʃən] *n.* 合作
contract ['kɔntrækt] *n.* 合同
debate [di'beit] *n.* 争辩

高频使用的短语

"动静"结合，活学活用

名词短语

特殊要求 special criteria
正式商务场合 official business occasions
三件套 three-piece suit
便服 everyday clothes
礼服 full dress uniform
中等身材 medium build
正装长裤 dress pants
试穿 an attempt
短裙 short skirt
最新款 the latest design
密切关系 a close relationship
成衣 ready-to-wear clothes
女式西服 tailored suit
礼服 formal dress
中长大衣 three-quarter coat
一般身高 average height
一双鞋 a pair of shoes
试衣间 fitting room
最低价 rock-bottom price

动词短语

寻找 look for
遇到麻烦 be in trouble
发挥长处 take advantage of
十分肯定 be quite sure
试穿 try it on
为某人量尺寸 take one's measurement
流行 be in fashion
交订金 pay a deposit
被选中 be selected as
不知道 have no idea
重视 attach/place great importance to
对……感兴趣 be interested in
与某物很相称 go well with
随便看看 have a look around
分期付款 buy it on installments
脱销了 be out of stock

介词短语

需要 in demand
一般来说 in general
在一定程度上 to some degree
打折出售 on sale
立即，马上 in no time
胜过 get the best of
事实上 in fact
以……为基础 on the basis of
无论 in spite of
乐意做某事 with pleasure
过一会儿，不久 after a while
欣然，乐意 with delight

讨论面试着装礼仪：

01 Step

I believe that the style of clothes for an interview should be formal.

我想适合参加面试的衣着风格应该比较正式。

- ☆ I believe formal clothes are preferable for an interview.
  我想正式的服装更适合参加面试。
- ☆ You'd better look formal when attending an interview. 参加面试时你最好穿着正式些。

为面试挑选服饰：

02 Step

I am looking for a formal suit for the interview.

我在为面试寻找一套正式的西装。

- ☆ I am trying to select a formal suit for the interview. 我在为面试挑选一套正式的西装。
- ☆ A formal suit is needed for my interview now. 我需要一套正式的西装参加面试。

面试服装的款式：

03 Step

Actually, there are many variations on the styles of the suit.

事实上，西服有多种款式和系列。

- ☆ In fact, there are many different styles of the suit. 事实上，西装有多种款式和系列。
- ☆ The fact is that the styles of the suit are various. 事实上，西装有多种款式和系列。
- ☆ Actually, the differences of the suit's styles are obvious. 事实上，西装款式的不同显而易见。

面试着装的颜色：

04 Step

In general, the recognized business colors are black and gray.

一般来说，公认职业装的颜色是黑色和灰色。

- ☆ In general, the common colors for business situation are black and gray.
  一般来说，公认职业装的颜色是黑色和灰色。
- ☆ Generally speaking, the business situation regards black and gray as the common colors.
  一般来说，商务场合认为黑色和灰色为常用颜色。
- ☆ Generally speaking, the business situation prefers black and gray.
  一般来说，商务场合认为黑色和灰色为常用颜色。

公司对服装颜色的要求：

05 Step

Some companies choose blue as their optimal colour.

有些公司采用蓝色作为他们的标准。

- ☆ A number of companies have special criteria about color. 有些公司对颜色有特别要求。
- ☆ Blue is selected as the most acceptable color in some companies.
  蓝色被一些公司当做最能接受的颜色。
- ☆ Other colors such as blue are given priority by some companies.
  有些公司采用别的着装颜色，如蓝色。

询问着装搭配：

06 Step

I don't know how to match clothes for my interview.
对于面试的服装搭配我有些疑问。

☆ I am in trouble about how to choose the clothes for my interview.
对于面试的服装我遇到了一些麻烦。

☆ I need some suggestions about the clothes for my interview. 对于面试的服装我需要一些建议。

取舍面试服饰：

07 Step

I just have no idea about the selection of these two shirts.
我不知道要选择这两件衬衫中的哪一件。

☆ I cannot decide which shirt should be my choice. 我不知道要选择哪一件衬衫。

☆ I do not know how to choose one shirt from these two. 我不知道要选择这两件衬衫中的哪一件

☆ Which one of these two shirts is more suitable? 这两件衬衫哪件更适合？

搭配衣着颜色：

08 Step

Which one do you think is better with my dark blue suit?
你觉得哪一件更适合我的深蓝色正装？

☆ In your opinion, which one is more suitable for my dark blue suit?
你觉得哪一件更适合我的深蓝色正装？

☆ For my dark blue suit, which one is the better choice? 对于我的深蓝色正装来说，哪一件更合适？

按照场合选择服饰：

09 Step

For some formal meeting, I would give priority to the suits.
如果我参加商务会议，我会选择正式西装。

☆ And for the formal business situations, I would select the suits.
在正式的商务场合，我会选择西装。

☆ And the suits are more suitable for formal meetings. 西装对于商务会议和调研来说更加适合。

衣着对于面试的影响：

10 Step

Judging from your clothing, I can see that you value this interview very much. 从你的衣着我就看出你很重视这次面试。

☆ Your clothes tell me that you attach great importance to this interview.
从你的衣着我就知道你很重视这次面试。

☆ According to your clothes, I could infer how important the interview is for you.
从你的衣着搭配方式我就知道这次面试对于你来说有多重要。

衣着与公司文化：

11 Step

Do you agree that a company's clothes code is to some degree in relation to the company's culture?
你是否认同公司的衣着标准在一定程度上和公司文化相关？

☆ Do you think that there is a close relationship between the company's clothes code and its culture? 你是否认同公司的衣着标准和公司文化紧密相关？

☆ Do you observe the close relationship between company's clothes code and its culture?
你发现衣着标准和公司文化之间的密切关系了吗？

情景会话实战演习

身临其境，融会贯通

1 探讨面试着装礼仪

A: What are you busy about?

A：你在忙什么？

B: In the past two days, I am preparing for my face-to-face interview in the ABC Company the day after tomorrow.

B：在过去的两天里，我一直在准备后天的 ABC 公司的面试。

A: Oh, it is a big event for you!

A：哦，对你来说这是件大事。

B: Yes. I am a little bit nervous and I cannot decide what to wear in the interview.

B：是的。我有些紧张，而且我还没决定穿什么去面试。

A: I believe that the style of clothes for an interview should be formal.[1] This means nothing too flashy, too provocative or too casual.

A：我想适合参加面试的衣着风格应该比较正式。也就是说不能太浮华、太张扬、太随便。

B: Good suggestion!

B：好建议！

2 购买面试衣物

A: Good morning. May I help you?

A：早上好。需要我帮忙吗？

B: Yes, please. I am looking for a formal suit for the interview.[2] Could you give me some advice?

B：是的，请你帮助我。我在为面试寻找一套正式的西装。你能给我一些建议吗？

A: It is my pleasure. Actually, there are many variations on the styles of the suit.[3] But the most commonly found cuts are Italian, Traditional English and Traditional American.

A：这是我的荣幸。事实上，西服有多种款式和系列。但常见的有意大利式的、传统英国绅士式的和传统美式的。

B: OK. And how about the colors?

B：好的。颜色呢？

A: In general, the recognized business colors are black and gray.[4] But some companies choose blue as their optimal colour.[5]

A：一般来说，公认职业装的颜色是黑色和灰色。但是有些公司采蓝色作为他们的标准。

3 搭配面试服装

A: I don't know how to match clothes for my interview.[6] Could you help me?

A：对于面试的服装搭配我有些疑问。你能帮我解决吗？

B: Sure.

B：当然。

A: I just have no idea about the selection of these two shirts.[7] Which one do you think is better with my dark blue suit?[8]

A：我只是不知道要选择这两件衬衫中的哪一件。你觉得哪一件更适合我的深蓝色正装？

B: I prefer the one with stripes. I think it will make you look more energetic and active.

A: I agree with you. I will take this one.

B：我更喜欢条纹的那件。我觉得它会让你显得充满活力。

A：好的，我同意。我就选择这件。

4 与招聘者交流着装礼仪

A: Thank you for coming to take part in this interview. According to our communication I believe that you have great potential for this position.

A：感谢你来参加面试。根据我们的交流，我认为你有很大潜力可以胜任这个工作。

B: Thank you for your appreciation. This position is quite desirable for me. I have prepared for a long time for this interview.

B：谢谢你的夸奖。我很需要这个职位。我为这个面试准备了很长时间。

A: Great! Do you agree that a company's clothes code is to some degree in relation to the company's culture? [11]

A：很好！你是否认同公司的衣着标准在一定程度上和公司文化相关？

B: Of course. And I also believe that it is related to the work I will do. I know that the relaxing work atmosphere is highly regarded by the ABC Company. So I would wear causal business clothes in my daily work.

B：当然。我认为这与工作内容也紧密相关。我知道我们公司很看重轻松的工作氛围，所以日常工作时期，我会选择商务休闲类衣物。

5 分享面试着装经验

A: Hi, I have heard that you finished the interview in ABC Company yesterday.

A：嗨，我听说你昨天参加了 ABC 公司的面试。

B: Yes.

B：是的。

A: How was it?

A：怎么样？

B: Generally speaking, it was fine. I am confident about the result now.

B：总体来说，很好。我对结果很有信心。

A: Congratulations! I have an interview in the Future Company next week. Would you share your experience with me?

A：恭喜你！我下周要去未来公司面试。你愿意分享一些经验吗？

B: My pleasure. What do you want to know best?

B：非常愿意。你最想了解什么？

A: I am preparing my resume and all of the documents now. The only thing that I am not sure about is the clothes for the interview.

A：我正在准备简历和相关文件。我唯一不确定的事情是面试时的服装。

B: I suggest the formal suit.

B：我建议穿正式西装。

08 | 问候礼仪

即翻即用的场景关键词

点滴积累，扫清障碍

礼仪 Etiquette

etiquette ['etiket] *n.* 礼仪
manner ['mænə] *n.* 举止
behavior [bi'heivjə] *n.* 举止
gracious ['greiʃəs] *adj.* 优雅的
protocol ['prəutəˌkɔ:l] *n.* 礼节
demeanor [di'mi:nə] *n.* 行为
proper ['prɔpə] *adj.* 恰当的
inappropriate [ˌinə'prəupri-it] *adj.* 不适宜的
courtesy ['kə:tisi] *n.* 有礼貌的举止
politeness [pə'laitnis] *n.* 礼貌

称谓 Title

title ['taitl] *n.* 称谓
appellation [ˌæpə'leiʃən] *n.* 称呼
first name *n.* 名
surname ['sə:neim] *n.* 姓
honorific [ˌɔnə'rifik] *n.* 敬称
honor ['ɔnə] *n.* 头衔
nickname ['nikneim] *n.* 昵称
full name 全称

问候 Greeting

greeting ['gri:tiŋ] *n.* 问候
salutation [ˌsæljə'teiʃən] *n.* 致敬
regards [ri'gɑ:dz] *n.* 问候
warmly['wɔ:mli] *adj.* 热情的
cordial ['kɔ:djəl] *adj.* 友好的
nod [nɔd] *v.* 点头
handshake ['hændʃeik] *n.* 握手
compliment ['kɔmplimənt] *n.* 赞美

语气 Tone

intonation [ˌintəu'neiʃən] *n.* 语调
dialect ['daiəlekt] *n.* 方言
volume ['vɔlju:m] *n.* 音量
resonant ['rezənənt] *adj.* 洪亮的
tone [təun] *n.* 语气
rising ['raiziŋ] *adj.* 上升的
falling ['fɔ:liŋ] *adj.* 下降的
flat [flæt] *adj.* 单调的
pitch [pitʃ] *n.* 音高
rhythm ['riðəm] *n.* 节奏
melody ['melədi] *n.* 旋律
unemotional ['ʌni'məuʃənl] *adj.* 非感情的
level ['levl] *adj.* 平的
harsh [hɑ:ʃ] *adj.* 刺耳的

高频使用的短语

"动静"结合，活学活用

名词短语

问候礼仪 greeting etiquette
面部表情 facial expression
尊称 honorific title
问候语言 greeting language
升调 rising tone
声调 voice of tone
冒犯的语言 offensive words
一致的音调 constant intonation
友善的微笑 friendly smile
……的证据 an evidence of
优雅的举止 gracious manner
第一印象 first impression
商务场合 business setting
最终目标 ultimate purpose
降调 falling tone
身体接触 physical contact
非语言交流 non-language interaction
自然的肢体语言 natural body language
合适的音量 proper volume

动词短语

向……表达问候 extend greetings to
发出低沉的声音 boom out
导致 result in
将某物视为 regard sth. as
嚼口香糖 chew gums
由……引起 result from
合适的 be suitable for
自然的 be natural
问好 say hello
避免做…… avoid doing
征求同意 ask for permission
目光接触 make eye contact
导致某事 lead to sth.
注意 be careful
僵硬的 be stiff

介词短语

为了 in order to
与……一致 in accordance with
并非 rather than
既不……又不…… neither… nor…
在困惑中 in a puzzle
结束 at the end

01 Step 问候礼仪的重要性：

What is the importance of greeting etiquette in an interview?
面试中问候礼仪的重要性是什么？

- ☆ Why is greeting etiquette crucial for an interview? 为什么面试中的问候礼仪很重要？
- ☆ Is greeting etiquette necessary for an interview? 面试中的问候礼仪是必要的吗？
- ☆ Do you realize the importance of greeting etiquette in an interview?
  你真正认识到面试中问候礼仪的重要性了吗？

02 Step 问候礼仪注意事项：

You should pay attention to your greeting language, your tone and your facial expression. 你应该注意你的问候语言、语气和面部表情。

- ☆ Never shake hands with sweaty palms and avoid being stiff.
  不要用出汗的手与人握手，并且要避免动作僵硬。
- ☆ Don't use inappropriate titles or offensive words. 不要用不恰当的称谓或者冒犯的语言。
- ☆ Don't chew gums when greeting. 在问候时不要嚼口香糖。
- ☆ Allow at least 2 – 4 feet's distance for comfortable conversation.
  保持至少 2 ~4 英尺的舒适的谈话距离。

03 Step 不知道如何称呼面试官：

I have no idea how to address the interviewer.
我不知道怎么称呼面试官。

- ☆ How shall we call the interviewer? 我们怎样称呼面试官？
- ☆ I know nothing about how to address the interviewer. 我对怎么称呼面试官一无所知。
- ☆ I am in a puzzle as to how to name the interviewer. 我不知道如何称呼面试官。
- ☆ I hardly know how to address the interviewer. 我不知道怎么称呼面试官。

04 Step 面试官的称谓：

You should address the interviewer by calling his/her last name.
你应该称呼面试官的姓。

- ☆ Address the interviewer by his/her last name rather than first name.
  称呼面试官的姓而不是名。
- ☆ Avoid using Mrs. unless you are sure she is married.
  避免使用“夫人”，除非你确定她已经结婚了。
- ☆ You should include the title “Doctor” before calling his or her full name in order to show your respect. 你应该在叫他/她的全名之前加上“博士”称谓，以显示你的尊敬。
- ☆ Don't directly call an interviewer's full name without adding a title.
  不要不加称谓而直呼面试官的名字。

05 Step 询问面试问候的语调：

What tone shall we use when sending greetings?
当我们表达问候时，应该用什么语调？

- ☆ Which intonation is suitable for an interview greetings?
  什么样的面试问候语调是合适的？
- ☆ Shall we pay special attention to our tone in greetings?
  我们应该在问候时特别注意我们语调吗？

06 Step 问候时的语调：

Rising tones are used when we ask for permission.
我们用升调征求同意。

- ☆ Falling tones are used in formal greetings. 我们在正式问候中用降调。
- ☆ Falling tones represent a firm attitude. 降调代表一种坚定的态度。
- ☆ You'd better keep a constant intonation in greetings.
  在问候时，你最好保持语调一致。

07 Step 问候时的音量：

The volume should be properly controlled, neither too high nor too low. 音量应该被严格控制，不要太大也不要太小。

- ☆ Speaking too loudly in an interview will be regarded as aggressive.
  在面试中说话声音太大会被认为太激进。
- ☆ Speaking with a very low voice is an evidence of no confidence.
  说话声音过小是没有信心的表现。

08 Step 问候中的肢体语言：

You should offer a firm handshake when greeting.
在打招呼时握手要坚定有力。

- ☆ When first meeting the interviewer, greet them with a firm handshake.
  初次与面试官见面时，握手要坚定有力。
- ☆ Don't forget to have a friendly smile and make eye contact with the interviewer.
  不要忘了友善的微笑，以及与面试官的目光接触。
- ☆ Natural body language makes you appear more confident and trustworthy.
  自然的肢体语言让你看上去更自信、更可信。

09 Step 问候中的面部表情：

Don't offer a fake smile when greeting. 问候时不要虚假地微笑。

- ☆ Facial expression is a non-language interaction in greetings.
  在问候中，面部表情是非语言的交流。
- ☆ Facial expression in greetings indicates your mentality. 面部表情表明你的心态。
- ☆ Interviewers can read your mind through your facial expression.
  面试官能通过你的面部表情了解你的想法。

情景会话实战演习

身临其境，融会贯通

1 问候礼仪的重要性

A: What is the importance of greeting etiquette in an interview? [1]

A：面试中问候礼仪的重要性是什么？

B: It gives a good first impression to your interviewer.

B：它给主考官一个好的第一印象。

A: What can they learn from one's greeting etiquette?

A：他们能从一个人的问候礼仪中知道什么？

B: They can assess your personality, your demeanor and your manners.

B：他们能评估你的性格和你的行为举止。

A: So, how can I behave appropriately in greetings?

A：那么，我怎么才能在问候中举止恰当呢？

B: You should pay attention to your greeting language, your tone and facial expression. [2]

B：你应该注意你的问候语言、语气和面部表情。

A: It sounds very complicated.

A：听起来很复杂。

2 称呼面试者

A: I will attend a job interview next Monday, but I have no idea how to address the interviewer. [3]

A：我下周一要参加一个面试，但是我不知道怎么称呼面试官。

B: Basically, you should address the interviewer by calling his/her last name. [4]

B：基本上你应该称呼面试官的姓。

A: Can I add honorific titles before the last name?

A：我能在姓前加上敬称吗？

B: Yes, you can use Mr. or Ms. before the last name. But be careful, avoid using Mrs. unless you are sure she is married. [4]

B：是的，你可以在姓前加上“先生”或“女士”。但是注意，避免使用“夫人”，除非你确定她已经结婚了。

A: What if the interviewer is a Doctor?

A：要是面试者是个博士呢？

B: In that case, you should include the title "Doctor" before calling his or her full name in order to show respect. [4]

B：那样的话，你应该在叫他/她的全名之前加上“博士”称谓，以显示你的尊敬。

3 声调的控制

A: You know what, inappropriate intonation in greetings may result in an unfavorable first impression to the interviewer.

A：你知道的，在问候中不恰当的音调会给面试官留下不好的第一印象。

B: Then, what tone shall we use when sending greetings? [5]

B：那么，当我们表达问候时，应该用什么语调？

A: The ultimate purpose is to interact sincerely and friendly by using rising and falling tones.

A：最终的目标就是通过运用升调和降调，真诚友好地沟通。

B: When shall we use the rising tone?

B：我们什么时候应该用升调？

A: Rising tones are used when we ask for permission,[6] like "can I sit here? ".

A：我们用升调征求同意，比如"我能坐这儿吗？"。

B: Well, when shall we use falling tones?

B：嗯，我们什么时候应该用降调？

A: Falling tones are used in formal greetings,[6] like "good morning", "nice to meet you".

A：我们在正式问候中用降调，比如"早上好"，"见到您很高兴"。

4 肢体语言

A: Steve, I think your body language in the interview needs to be improved.

A：史蒂夫，我觉得你在面试中的肢体语言需要提高。

B: Why? Isn't greeting language enough for a proper etiquette?

B：为什么？难道问候语言对于恰当的礼仪还不够吗？

A: Greeting language is just a part of the interview etiquette, I noticed that you looked stiff during the interaction.

A：问候语言只是问候礼仪的一部分。我注意到在交谈中你看起来很僵硬。

B: OK, how I can improve then?

B：好吧，那么我怎么改进呢？

A: First, you should offer a firm handshake when greeting.[8]

A：首先，在打招呼时握手要坚定有力。

B: But I know in some cultures people dislike physical contact, even handshake.

B：但是我知道在某些文化中人们不喜欢身体上的接触，甚至是握手。

A: Yes, except in a formal business setting, like an interview. Oh, don't forget to have a friendly smile and make eye contact with the interviewer.[8]

A：是的，但是在正式的商务场合握手是很必要的，比如面试。对了，不要忘了友善的微笑，以及与面试官的目光接触。

5 问候礼仪注意事项

A: What are the dos and don'ts of greeting etiquette in an interview?

A：面试中问候礼仪的注意事项是什么？

B: Pay attention to your choice of greeting words. Don't use inappropriate titles or offensive words.[2]

B：要注意问候语的选择。不要用不恰当的称谓或者冒犯的语言。

A: How about body language?

A：肢体语言该怎么样呢？

B: Never shake hands with sweaty palms and avoid being stiff.[2]

B：不要用出汗的手与人握手，并且避免动作僵硬。

A: Should I pay special attention to facial expression?

A：我应该特别注意面部表情吗？

B: Definitely, don't offer a fake smile when greeting.[9] Don't give the impression that you are only interested in getting the job or money.

B：当然了，问候时不要虚假地微笑。不要给人留下你只对得到工作或是金钱感兴趣的印象。

A: Thank you for your advice.

A：多谢你的建议。

09 道谢与婉拒

即翻即用的场景关键词

点滴积累，扫清障碍

感谢 Appreciation

appreciation [əˌpriːʃiˈeiʃən] *n.* 感激，感谢
affirmation [ˌæfəˈmeiʃən] *n.* 肯定
approval [əˈpruːvəl] *n.* 赞同
thanks [θæŋks] *n.* 感谢
recognition [ˌrekəgˈniʃən] *n.* 褒奖
gratitude [ˈgrætitjuːd] *n.* 谢意，恩义
contribution [ˌkɔntriˈbjuːʃən] *n.* 贡献
praise [preiz] *n.* 赞美
credit [ˈkredit] *n.* 荣誉，赞颂
favor [ˈfeivə] *n.* 好感，关切

回报 Reward

reward [riˈwɔːd] *n.* 回报
remuneration [riˌmjuːnəˈreiʃən] *n.* 酬金
honorarium [ˌɔnəˈrɛəriəm] *n.* 谢礼
requite [riˈkwait] *v.* 报答
render [ˈrendə] *v.* 答谢
reciprocate [riˈsiprəkeit] *v.* 报答
recompense [ˈrekəmˌpens] *n.* 酬谢，赔偿
harvest [ˈhɑːvist] *n.* 收成
feedback [ˈfiːdbæk] *n.* 反馈
response [riˈspɔns] *n.* 回应

正面态度 Positive Attitude

positive [ˈpɔzitiv] *adj.* 正面的
supportive [səˈpɔːtiv] *adj.* 支持的
sympathetic [ˌsimpəˈθetik] *adj.* 赞同的
complimentary [ˌkɔmpliˈmentəri] *adj.* 认同的
affectionate [əˈfekʃənit] *adj.* 慈爱的
identical [aiˈdentikəl] *adj.* 同一的
confident [ˈkɔnfidənt] *adj.* 有信心的
vigorous [ˈvigərəs] *adj.* 精力充沛的
enthusiastic [inˌθjuːziˈæstik] *adj.* 热情的
constructive [kənˈstrʌktiv] *adj.* 建设性的

负面或中立态度 Negative or Neutral Attitude

negative [ˈnegətiv] *adj.* 负面的
critical [ˈkritikəl] *adj.* 批判的
doubtful [ˈdautfəl] *adj.* 怀疑的
suspicious [səˈspiʃəs] *adj.* 多疑的
contemptible [kənˈtemptəbəl] *adj.* 卑劣的
opposite [ˈɔpəzit] *adj.* 对立的
neutral [ˈnjuːtrəl] *adj.* 中立的
objective [əbˈdʒektiv] *adj.* 客观的
unbiased [ʌnˈbaiəst] *adj.* 不偏不倚的
detached [diˈtætʃt] *adj.* 公正的

高频使用的短语

"动静"结合，活学活用

名词短语

真挚的感谢 sincere appreciation
对某物的态度、看法 attitude towards sth.
不少，相当多 quite a few
全心全意 heart and soul
整日整夜 all day and all night
数以万计的 tens of thousands of
现在，如今 these days
正面评价 positive comment
无疑地，很可能 no doubt
公平竞赛，公平对待 fair play
一直，始终 all the time
关键人 key figure
前几天 the other day

动词短语

婉言谢绝 decline with thanks
把握这次机会 take this opportunity
忘记…… lose one's train of
继续做，坚持 stick with
任劳任怨 grin and bear
不遗余力，全力以赴 leave no stone unturned
考虑到，顾及，体谅 take…into account
发现 find out
很感兴趣 take a great interest
相互妥协 meet each other half way
创新 break new ground
略知一二 know a thing or two about

其他短语

毫无保留 without reservation
例如，比如 for instance
无论如何，不管怎样 at all events
生效，有效 in force
由于某事的缘故，因为 in consequence of
决不，无论如何不 in no case
近在手边，在附近 at hand
从某人心底 from the bottom of one's heart
不惜任何代价，无论如何 at all cost
终于，最终 at length
正相反 on the contrary
偶然，碰巧 by chance
处于……控制之下 under control

01 Step

对于能参加面试表达感谢：

I can't express how happy I am to be here for this interview.
我无法用言语表达我来参加面试的喜悦。

☆ I can't find out any word to describe my delight for this interview.
我无法用言语描述我来参加面试的喜悦。
☆ I don't know how to explain my pleasure for this interview.
我不知道怎样表达我来参加面试的喜悦。

02 Step

表达自己对于参加面试的积极态度：

I want to express my delight for taking this interview.
我想表达对于参加此次面试的欣喜之情。

☆ I just want to say that the opportunity for this interview brings great delight for me.
我只是想说有机会来参加此次面试我感到很开心。
☆ I'm so happy to be shortlisted for this interview!
能被选中参加此次面试我真高兴！

03 Step

感谢招聘者给予的面试机会：

I would like to thank you for giving this chance to me.
我要感谢你您了我这次面试的机会。

☆ I must express my thanks to you about giving me this chance. 我要感谢你给了我这次面试的机会。
☆ I feel grateful for your giving me this opportunity. 我要感谢您给我这次机会。
☆ It's so kind of you to offer me this opportunity. 给我提供这次机会，您太好了！

04 Step

直接表达感谢：

You are very much appreciated! 太感谢您了！

☆ Thank you ever so much! 太感谢您了！
☆ Your effort is highly appreciated! 非常感谢您的努力！

05 Step

委婉回绝招聘者：

I have to say sorry about your invitation. 对您的邀请我表示很抱歉。

☆ I am sorry to tell you I have accepted another position.
很抱歉，我已经接受了另一个职位。
☆ Thank you for your invitation, but I don't think that job fits me.
谢谢您的邀请，但是认为这份工作不适合我。
☆ I hate to say it, but I have taken another job. 很抱歉，我已找到工作了。

06 Step

鼓励应聘者：

I believe that you will get a better opportunity for your career.
我相信你会有更好的就业机会。

- ☆ I could foresee a better opportunity for your career in the near future.
  我可以料想到你在不久的将来会有更好的就业机会。
- ☆ I wish you could have another opportunity which is more suitable for your career.
  我祝愿你会有更加适合自己的就业机会。

07 Step

感谢招聘者的关心：

It's kind of you to show me so much consideration. 感谢你的关心。

- ☆ Thank you for your concern. 感谢你对我的关心。
- ☆ It's kind of you to consider me in such a touching way. 感谢你令人感动的关心。

08 Step

对招聘者的后续通知表示感谢：

It was nice of you to tell me about that. 感谢你的真诚通知。

- ☆ Thank you for telling me the good news. 感谢您告诉我这个好消息。
- ☆ Thank you for calling me. 谢谢您给我打电话。

09 Step

赞美应聘者的能力：

We take great interest in your capability. 我们对你的能力很感兴趣。

- ☆ We are quite interested in your capability. 我们对你的能力很感兴趣。
- ☆ We would like to know more about your capability. 我们愿意对你的能力有更深入的了解。
- ☆ I must say you have great potential for this position. 我想说，你在此职位上将大有作为。
- ☆ I believe you can make a difference in this position. 我相信你在此职位会做出一番成就的。

10 Step

对招聘者的夸奖报以感谢：

Thank you for your interest to me and for your compliments.
感谢你的肯定与赞美。

- ☆ I want to thank you for your positive comment to me. 我要感谢你的善意与赞美。
- ☆ I am grateful for your compliments. 我非常诚恳地感谢你的肯定与赞美。
- ☆ I feel flattered! 过奖了！

1 向主持面试的招聘者道谢

A: That's all about the interview today. Thank you for your participation.

A：今天的面试就这些内容了。谢谢你的参与。

B: I can't express how happy I am to be here for this interview.[1]

B：我无法用言语表达我来参加面试的喜悦。

A: Fine. We would evaluate your conditions carefully before we could give you the answer.

A：好的。我们会认真评价你的相关条件，然后给你答复。

B: OK. Thank you for your time. And I would like to wait for the result patiently.

B：好。谢谢你抽时间主持面试。我会耐心等待的。

A: Great! Is there anything else that you want to state?

A：很好！你还有什么想表达的吗？

B: I just want to express my delight for taking this interview.[2] And I would like to thank you for giving this chance to me.[3]

B：我想表达对于参加此次面试的喜悦之情。我要感谢你给了我这次面试的机会。

A: You are welcome. We hope that you would be a member of us.

A：不用客气。我们希望你会成为我们的一员。

2 面试成功后的道谢

A: Hello, this is ABC Company's Human Resources Department. I'm happy to tell you that you're hired.

A：你好，这里是 ABC 公司的人力资源部门。我很高兴地通知你，你被我公司录用了。

B: Terrific! You are very much appreciated![4]

B：太好了！太感谢你了！

A: Please report to the Human Resources Department at eight a. m. next Monday.

A：请你在下周一上午 8 点到人力资源部报道。

B: No problem! I'll be there on time.

B：没问题！我会准时到达。

A: See you next Monday.

A：下周一见。

3 面试失败后的道谢

A: Hello, this is ABC Company's Human Resources Department. I'm sorry to say that you didn't pass our interview.

A：你好，这里是 ABC 公司的人力资源部门。很遗憾的通知你，你没有通过这次面试。

B: OK. I see. What a pity!

B：好的。我知道了。非常遗憾！

A: I believe that you will get another better opportunity for your career.

A：我相信你会有更好的就业机会。

B: It's kind of you to show me so much consideration.[7]

B：感谢你的关心。

4 我已接受了其他职位

A: Hello, this is Wonder Company. Would you like to take part in an interview in our company this Friday?

A：你好，这里是奇迹公司。你愿意在本周五来公司面试吗？

B: It was kind of you to tell me about that.[8] But I have to say sorry about your invitation[5] because I've just accepted a position from ABC Company.

B：感谢你的真诚通知。但是我已经接受了 ABC 公司的职位邀请。

A: Oh, that is fantastic! But it is a little pity for our company. We take great interest in your capability.[9]

A：哦，这样很好！但对于我们公司而言有些遗憾。我们对你的能力很感兴趣。

B: Thank you for your interest to me and for your compliments.[10]

B：感谢你的肯定和赞美。

10 | 电话面试礼仪

即翻即用的场景关键词

点滴积累，扫清障碍

电话 Telephone

telephone ['telifəun] *n.* 电话
answer ['ɑ:nsə] *v.* 应答
cellphone ['selfəun] *n.* 手机
call [kɔ:l] *v.* 打电话
landline ['lændlain] *n.* 通信线
dial ['daiəl] *v.* 拨号
engaged [in'geidʒd] *adj.* 占线的
connect [kə'nekt] *v.* 接通
recall [ri'kɔ:l] *v.* 回拨
reply [ri'plai] *v.* 回复

环境 Environment

atmosphere ['ætməsfiə] *n.* 气氛
surrounding [sə'raundiŋ] *n.* 周围的事物
noisy ['nɔizi] *adj.* 喧闹的
quiet ['kwaiət] *adj.* 安静的
circumstance ['sə:kəmstəns] *n.* 情况
situation [ˌsitju'eiʃən] *n.* 形式
tumultuous [tju:'mʌltʃuəs] *adj.* 喧哗的
undisturbed ['ʌndi'stə:bd] *adj.* 未受干扰的

倾听 Listening

listener ['lisənə] *n.* 听众
interrupt [ˌintə'rʌpt] *v.* 打断
carefully ['kɛəfəli] *adv.* 仔细地
throughout [θru:'aut] *prep.* 自始至终
recording [ri'kɔ:diŋ] *n.* 录音
repetition [ˌrepi'tiʃən] *n.* 重复

语言 Language

verbalism ['və:bəlizəm] *n.* 措辞
enunciate [i'nʌnsieit] *v.* 发音
pronunciation [prəˌnʌnsi'eiʃən] *n.* 发音
vague [veig] *adj.* 模糊的
ambiguity [ˌæmbi'gju:iti] *n.* 模棱两可
interjection [ˌintə'dʒekʃən] *n.* 感叹词
formal ['fɔ:məl] *adj.* 正式的
explicit [iks'plisit] *adj.* 清晰的

心态 Mentality

mentality [men'tæliti] *n.* 心态
attitude ['ætitju:d] *n.* 态度
cautious ['kɔ:ʃəs] *adj.* 谨慎的
nervous ['nə:vəs] *adj.* 紧张的
confident ['kɔnfidənt] *adj.* 有自信的
brave [breiv] *adj.* 勇敢的
stable ['steibl] *adj.* 沉稳的
panic ['pænik] *n.* 惊慌

高频使用的短语

"动静"结合，活学活用

名词短语

电话面试 phone interview
平和的心态 stable mind
初步交谈 initial talk
正面形象 positive image
注意事项 dos and don'ts
电话号码 phone number
电话 phone call
手机服务 cell phone service
正面答复 positive response
封闭区域 enclosed area

动词短语

不挂断 hang on
回拨 call back
处理 deal with
从……打来 call from
关注 focus on
传达 come through
期待某物 look forward to sth.
感到荣幸 feel flattered
乐意做…… be glad to do
打电话 ring up
争取一些时间 buy some time
确保 make sure
介意做…… mind doing
关闭 switch off
让某人小点声 keep one's voice down
感到荣幸 feel honored
让某人降低音量 lower one's voice

介词短语

在这种情况下 under this circumstance
面对面 face to face
通过电话 over the phone
在面试中 during the interview
下次 next time
在……中间 in the middle of

其他短语

熟悉 familiar with
意识到 aware of
表现差 performed badly
表现好 behave well
特别明显 especially noticeable
太突然 so suddenly
准备好的 be ready
紧张的 be nervous
直接说 speak directly
不停地说 talk constantly
更慢 more slowly
太吵 too noisy

场景中脱口而出的单句

实战口语，步步为营

01 Step

接到面试电话：

I got a phone interview yesterday. 我昨天接到一个面试电话。

- ☆ I received an unexpected telephone interview yesterday. 我昨天意外地接到了一个电话面试。
- ☆ I had an initial talk with the company over the phone yesterday.
  我昨天通过电话和面试公司进行了初步交谈。
- ☆ Have you got a telephone interview before the second interview?
  在第二次面试之前，你接到面试电话了吗？
- ☆ Make sure your cell phone service is perfect in case of any interview call.
  要确定你的手机服务正常，以免错过面试电话。

02 Step

请求重复问题：

Excuse me, would you speak a bit louder? 不好意思，你能大点声音吗？

- ☆ Would you please simplify the question? 您能把这个问题说得简单些吗？
- ☆ Pardon? I didn't catch on what you said, would you please say it again?
  不好意思，我刚才没听懂您说的，您能再说一遍吗？
- ☆ Would you please say it again more slowly? 您能说得更慢点吗？
- ☆ I'm sorry, would you please repeat that? 对不起，您能重复一下吗？

03 Step

请求稍后进行电话面试：

May I call you back half an hour later? 我能过半个小时再给你打回去吗？

- ☆ May I ring you up half an hour later? 我能过半个小时再打给你吗？
- ☆ Would you mind if I call you back half an hour later? 你介意我过半个小时再打给你吗？
- ☆ Is it okay if I call you back? 我一会儿再打回去可以吗？
- ☆ Shall I call you later, please? I'm just in the middle of something.
  我能一会儿再打给你吗？我刚好有些事没做完。

04 Step

询问公司电话：

May I have your phone number, please? 请问您的电话号码是多少？

- ☆ Could you tell me your phone number, please? 您能把电话号码告诉我吗？
- ☆ May I have the phone number of your office, please? 您能告诉我您办公室的电话号码吗？
- ☆ Do you mind telling me your phone number, please? 介意告诉我你的电话号码吗？

05 Step

询问电话面试的注意事项：

How to behave well in a telephone interview?
怎样才能在电话面试中表现好？

- ☆ How to display good manners in a telephone interview? 怎样才能在电话面试中表现出好的举止？
- ☆ What are the etiquettes of telephone interview? 电话面试的礼仪是什么？
- ☆ What are the dos and don'ts in a telephone interview? 电话面试的注意事项是什么？
- ☆ What should I take notice of in a telephone interview? 电话面试应该注意什么？

06 Step 电话面试的环境：

You should be in a quiet environment. 你应该在一个安静的环境中。

- ☆ A quite environment helps you focus on the questions. 一个安静的环境可以帮助你专注于问题。
- ☆ A noisy environment threatens your concentration. 嘈杂的环境让你无法集中精神。
- ☆ To ensure a quite interview environment is an indication of one's etiquette.
  确保一个安静的面试环境体现了一个人的礼节。

07 Step 如何保证电话面试的环境：

Once you are ready to receive the call, make sure all TVs or radios are switched off.
一旦你准备好接电话了，要确保所有的电视和收音机都关上了。

- ☆ You'd better in a quiet room with the door shut. 你最好在一个安静的房间里，关上门。
- ☆ You should arrange an enclosed area for a telephone interview.
  你应该为电话面试安排一个封闭的区域。
- ☆ You can suggest others keep their voice down when doing a telephone interview.
  当你进行电话面试的时候，可以建议别人小点声。
- ☆ You should ask others to lower their voice when you have a telephone interview.
  当你进行电话面试的时候，可以建议别人小点声。

08 Step 电话面试的语言礼仪：

You'd better speak slowly and clearly, avoid using interjections, such as "er", "um" and so on. 你最好放慢语速，说得清楚一些，避免使用感叹词，比如"呃"、"嗯"等等。

- ☆ Less interjections. The habit of saying interjections is especially noticeable on the phone.
  少一些感叹词。说感叹词的习惯在电话中显得尤其明显。
- ☆ Avoid using simple answers, like yes or no. 避免使用简单的回答，比如是或不是。
- ☆ Call the interviewer with the person's title and last name. 称呼面试官的姓和称谓。
- ☆ Give positive response when answering questions. 在回答问题的时候，给出正面答复。

09 Step 电话面试的行为礼仪：

During the interview, you shouldn't interrupt the interviewer.
在面试中，你不应该打断面试官。

- ☆ Interruption is inadvisable during a telephone interview. 电话面试中，不要打断面试官。
- ☆ Pace yourself on the phone. Don't talk constantly. 控制电话节奏。不要不停地说。
- ☆ Be aware that smiling comes through in your voice. 记住微笑能从你的声音中传达出来。
- ☆ Smiling will project a positive image to the interviewer. 微笑能给面试官留下一个正面的印象。

10 Step 电话面试后的感谢：

It is my pleasure talking with you. 和你谈话我很高兴。

- ☆ I am very glad talking with you. 和你谈话我感到很高兴。
- ☆ I feel honored to have the opportunity for the interview today. 今天能有这次面试机会，我感到很荣幸。
- ☆ I really appreciate your time. 非常感谢你抽出时间与我谈话。
- ☆ I feel flattered receiving your call. 接到你的电话，我感到非常荣幸。

1 突然接到电话面试

A: Hi, you look quite upset. What's the matter?
A：嗨，你看上去有点不高兴。发生什么事儿了？

B: I got a phone interview yesterday.[1]
B：我昨天接到了面试电话。

A: That's good. It means you have a chance to introduce yourself before the face-to-face conversation.
A：那很好啊，这意味着你在面对面的谈话之前有机会介绍自己。

B: It could be. But it happened so suddenly that I didn't have time to prepare.
B：本来是这样，但是电话太突然了，我没有时间准备。

A: How was your response?
A：那你是怎么应对的？

B: As I have no such experience before, I have performed badly and even forgot to say thanks after the conversation.
B：由于我没有经验，我表现得很差，甚至在谈话结束后忘了说谢谢。

A: Don't worry, next time you should buy some time to make preparation.
A：别担心了，下次你应该为自己争取一些准备的时间。

2 电话面试听不清楚问题

A: Hello, this is John speaking.
A：你好，我是约翰。

B: Hello, Mr. John, this is Jack calling from ABC Company. Can I ask you some questions?
B：你好，约翰先生，我是 ABC 公司的杰克。我能问你一些问题吗？

A: Go ahead please.
A：请问吧。

B: Why do you apply for the executive assistant position?
B：你为什么申请行政助理的职位呢？

A: Excuse me, would you speak a bit louder?[2] I can't hear you clearly.
A：不好意思，你能大点声音吗？我听得不是很清楚。

B: All right. I mean, why do you choose the executive assistant position?
B：好的，我是说为什么你选择行政助理的职位？

A: I am experienced in office administration and I think I am qualified.
A：我很熟悉办公室管理，并且我觉得我有这个能力。

3 需要稍后再进行电话面试

A: Hello, this is David speaking.
A：你好，我是大卫。

B: Hello, Mr. David, this is ABC Company. Shall we have a telephone interview now?
B：你好，大卫先生，这里是 ABC 公司。我们现在能进行电话面试吗？

A: Sorry, I am on the bus now. It is too noisy. May I call you back half an hour later?[3]
A：抱歉，我正在公交车上，非常吵。我能过半个小时再给你打回去吗？

B: That's OK.
B：好的。

A: May I have your name, please?

A：我能问一下您的名字吗？

B: I am Richard, human resource assistant in ABC Company.

B：我是理查德，ABC 公司的人力资源助理。

A: Thank you, Mr. Richard. May I have your phone number, please? [4]

A：谢谢，理查德先生。请问您的电话号码是多少？

B: My phone number is 12345678.

B：我的电话号码是 12345678。

A: Thank you very much. I will call you back soon.

A：非常感谢，我一会儿就给您打回去。

4 电话面试的环境

A: Could you tell me how to behave well in a telephone interview? [5]

A：你能不能告诉我怎样才能在电话面试中表现好？

B: Well, essentially, you should be in a quiet environment. [6]

B：好的，最基本的，你应该在一个安静的环境中。

A: Can I receive the call in my bedroom?

A：我能在卧室接电话吗？

B: Of course. Once you are ready to receive the call, make sure all TVs or radios are switched off. [7]

B：当然了，一旦你准备好接电话了，要确保所有的电视和收音机都关上了。

A: OK, what if I am in a noisy environment when picking up the phone?

A：好的，要是我在接电话时环境很嘈杂怎么办？

B: Under such circumstances, you should speak directly into the phone and suggest another time for interview.

B：在这种情况下，你应该直接对着电话说话，并且建议改成其他面试时间。

5 电话面试的注意事项

A: What are the etiquettes of telephone interview? [5]

A：电话面试的礼仪是什么？

B: During the interview, you shouldn't interrupt the interviewer. [9]

B：在面试中，你不应该打断面试官。

A: What if I don't understand the question?

A：如果我不明白问题呢？

B: You can politely ask the interviewer to repeat the question.

B：你可以礼貌地请面试官重复一遍问题。

A: How about the speed of speaking and the word choice?

A：关于语速和用词呢？

B: You'd better speak slowly and clearly, avoid using interjections, such as "er", "um" and so on. [8]

B：你最好放慢语速，说得清楚一些，避免使用感叹词，比如"呃"、"嗯"等。

A: Apart from language, how to show politeness over the phone?

A：除了语言，还能怎么在电话中表达礼貌？

B: Although the interviewer can't see your gestures and facial expressions, you can still smile. Be aware that smiling comes through in your voice. [9]

B：虽然面试官看不到你的手势和面部表情，你也应该微笑。记住微笑能从你的声音中传达出来。

雷人中式英语面试

面试我的是位美丽年轻的小姐，她笑着问我的学历、工作经验、未来规划与抱负，我都行云流水地应答自如，突然间她话题一转，说道：可以请你用英文自我介绍一下吗?

我一听愣了三秒钟, 很理直气壮的回她道：“抱歉，我英文很次！”

她听了笑笑说道：“没关系，你试着说看看！”我想自古英雄就难过美人关，反正都来了，也就豁出去吧！

于是我鼓起勇气将自己生平所学会的英文全都用上，我想了想开口说道。

“My name is old five Wang.”（我叫王老五。）

“I boom(炸出) at 1977 year.”（我生于1977年。）

※ born我念成了boom，反正很像。

“My toyear is 24 year.”（今年24岁。）

※ 事后才知today是今天，但今年不是toyear。

“My home have a papa and a mama and a didi.”（家里有爸妈跟一个弟弟。）

※ 其实我知道弟弟要用brother，但因念得太顺了，所以念成didi。

“and a uncle and a young watch sister and a old watch sister live with us.”（还有一个叔叔与一个表妹一个表姐跟我们住在一起。）

※ 事后才知表姐表妹都错了，watch 是表没错，但是watch 是指手表，可是我发誓读书时英文没教过表姐妹的英文。

“My interest is sing song, see movie, fuck do computer and push horse road.”（我的兴趣是唱歌、看电影、操作电脑和压马路。）

※ 我念到操作电脑时，她“咦”的一声，这小姐应该没听懂。

“My special long is up Internet, sales, play power move game and beat word.”（我的专长是上网、业务、玩电动玩具和打字。）

“In the future I hope can go round travel world and help everybody all very happy.”（在未来我希望能去环游世界和能帮助每一个人都很快乐。）

“Thank you and over.”（谢谢，完了。）

Chapter

3

自我介绍

11 教育背景

12 家庭情况

13 学历文凭

14 专业技能

15 兴趣爱好

16 其它能力

17 工作经验

18 品质性格

19 优点缺点

20 职业理想

11 | 教育背景

即翻即用的场景关键词

点滴积累，扫清障碍

与教育相关的人员 The Person in Education Context

student ['stju:dənt] *n.* 学生
learner [lə:nə] *n.* 学习者
teacher ['ti:tʃə] *n.*老师
lecturer ['lektʃərə] *n.* 讲师
undergraduate [ˌʌndə'grædjuit] *n.* 本科生
graduate ['grædjuit] *n.* 研究生
senior ['si:niə] *n.* 大四学生
junior ['dʒu:njə] *n.* 大三学生
intern [in'tə:n] *n.* 实习生
classmate['klɑ:smit] *n.* 同学
monitor ['mɔnitə] *n.* 班长
tutor ['tju:tə] n. 辅导员

与教育相关的事物 The Things in Education Context

semester [si'mestə] *n.* 学期
term [tə:m] *n.* 学期
tuition [tju'iʃən] *n.* 学费
examination [igˌzæmi'neiʃən] *n.* 考试
syllabus ['siləbəs] *n.* 教学大纲
knowledge ['nɔlidʒ] *n.* 知识
circumstance ['sə:kəmstəns] *n.* 环境
facility [fə'siliti] *n.* 才能
mark [mɑ:k] *n.*分数
intelligence [in'telidʒəns] *n.* 智商
performance [pə'fɔ:məns] *n.* 成绩
elite [ei'li:t] *n.* 精英
grade [greid] *n.*年级
acquisition [ˌækwi'ziʃən] *n.* 习得

学校 Schools

school [sku:l] *n.* 学校
university [ˌju:ni'və:siti] *n.* 大学
college ['kɔlidʒ] *n.* 学院
institute ['institju:t] *n.* 学院

学科分支 Branches of Courses

engineering [ˌendʒi'niəriŋ] *n.* 工程学
mechanics [mi'kæniks] *n.*力学，机械学
chemistry ['kemistri] *n.* 化学
physics ['fiziks] *n.* 物理学
electronics [ilek'trɔniks] *n.* 电子学
architecture ['ɑ:kiˌtektʃə] *n.* 建筑学
agriculture ['ægrikʌltʃə] *n.* 农业学
accounting [ə'kauntiŋ] *n.* 会计学
linguistics [liŋ'gwistiks] *n.* 语言学
history ['histəri] *n.* 历史学

高频使用的短语

"动静"结合，活学活用

名词短语

教育背景 education background
非注册学生 a non-credit-earning learner
高等教育 higher education
学习成绩 academic performance
专科学校 there-year college
实践经验 practical experience
内在关系 inner relationship
知识的来源 source of knowledge
平均分 average score
技工学校 school for skilled workers

动词短语

以……为专业 major in
获取知识 acquire knowledge
传授知识 impart knowledge
接受必要的教育 receive adequate education
从事兼职工作 take part-time job
为某事表扬某人 praise sb. for sth.
爱护，好好照看 take good care of
留口信 leave a message
参加入学考试 take an entrance examination
入学，加入 enroll in
为……感到自豪 be proud of
培养某人的能力 foster one's capability
上课 attend class
过去常做…… used to do
解决某事 work sth. out
同意某人的观点 agree with sb. on sth.
享受某段时光 enjoy one's time
因……而著名 be famous for

其他短语

在这个领域 in this field
简单来说 in simple terms
简而言之 to make short of the matter
现在 at the moment
顺便说 by the way
夜以继日 round the clock
没有……也行 do without
总的来说 on the whole
为了 with the purpose of
一定程度上 to a certain degree
总而言之 in one word
在前部 in the front of
用这种方法 in this way
断断续续 once for a while
不惜任何代价 at all costs
失业 out of work
由于 by reason of

01 Step 询问教育背景：

Could you tell me about your education background?
你能介绍一下你的教育背景吗？

☆ Could you give me an introduction about your education background?
你能介绍一下你的教育背景吗？
☆ Would you like to talk about your education background with me now?
你愿意和我分享一下你的教育背景吗？

02 Step 介绍学历信息：

I graduated from the North Technology University with a bachelor's degree three years ago. 三年前，我本科毕业于北方科技大学。

☆ I graduated from the North Technology University as a Bachelor three years ago.
三年前，我本科毕业于北方科技大学。
☆ I got my Bachelor Degree from the North Technology University three years ago.
三年前，我在北方科技大学获得了学士学位。

03 Step 介绍专业信息：

I was a major in Internet Technology. 我的专业是互联网科技。

☆ I majored in Internet Technology. 我的专业是互联网科技。
☆ My major was Internet Technology. 我的专业是互联网科技。

04 Step 与学历相关的工作经验：

I also have some related work experience in this field.
我在这个领域还具有一定的相关工作经验。

☆ I also have the practical experience which is related to this field.
我在这个领域具有一定的相关实践经验。
☆ My working experience is in relation to this field as well.
我在这个领域还具有一定的相关工作经验。

05 Step 询问专业内容：

Could you roughly explain your major for me?
你能大致为我解释一下你的专业内容吗？

☆ Could you give me some detailed information about your major?
你能给我一些你所学专业的详细信息吗？
☆ I would like to know more detailed information about your major.
我想知道更多关于你所学专业的信息。

06 step 询问其他领域的学习经验：

Do you have any certification in other fields?
你还拥有其他领域的相关证书吗？

- ☆ Could you prove your other skills other than in this field? 你能证明你在其他领域的技能吗？
- ☆ You could show me more certifications in other fields. 你可以通过展示你在其他领域获得的证书。

07 step 询问教育背景与应聘职位的关系：

Now, please try to state the inner relationship between your education background and the target position.
现在，请你阐述你的教育背景与目标职位的内在关系。

- ☆ Now, please explain the possible relationship between your education background and the target position. 现在，请你阐述你的教育背景与目标职位之间可能存在的关系。
- ☆ Tell me how your education background is related to the target position.
  阐述一下你的教育背景与目标职位的关系。

08 step 介绍其他证书：

Meanwhile, I also have the diploma in professional accounting.
同时，我还拥有职业会计的证书。

- ☆ Meanwhile, I am also a professional accountant with a diploma.
  同时，我还是一名有证书的职业会计。
- ☆ At the same time, I got the diploma of professional accounting. 同时，我还拥有职业会计的证书。

09 step 描述留学经验：

I studied in America for my master's degree of Internet Technology for nearly three years. 我在美国用了将近三年时间攻读互联网科技硕士学

- ☆ After nearly three years in America, I got my master's degree of Internet Technology.
  在我到达美国将近三年后，我攻读下了互联网科技硕士学位。
- ☆ I spent nearly three years in America for my master's degree of Internet Technology.
  我在美国用了将近三年时间攻读互联网科技硕士学位。

10 step 介绍旁听学习经历：

At the same time, I also audited some courses that I was interested in. 同时，我也旁听了一些我感兴趣的课程。

- ☆ At the same time, I attended some other courses that I was interested in.
  同时，我也旁听了一些我感兴趣的课程。
- ☆ Meanwhile, I was a non-credit-earning learner in some other courses.
  同时，我也旁听了一些别的课程。

11 step 询问对于工作的规划：

What would you do with your knowledge and skills on this position?
你准备怎样利用所学服务于这个职位？

- ☆ Could you tell me your plan about applying your knoledge and skills in this position?
  你能叙述一下你打算怎样在这个职位上发挥你的知识和能力吗？
- ☆ To make short of the matter, do you have any plan about how to do well in the position?
  简单来说，你计划怎样在此职位上做好呢？

1 介绍自己的教育背景

A: Could you tell me about your education background?[1]

A: 你能介绍一下你的教育背景吗？

B: Sure. I graduated from the North Technology University with a bachelor's degree three years ago.[2] I was a major in Internet Technology.[3]

B: 当然可以。三年前，我本科毕业于北方科技大学。我的专业是互联网科技。

A: How about your Master's Degree?

A: 那你的研究生学历呢？

B: I got it in the Boston University with three years' further study in my major.

B: 我在波士顿大学继续学习了三年这个专业，获得了这个学位。

A: Oh, you are quite professional in this field.

A: 哦，你在这个领域很专业。

B: I believe so. I also have some related work experience in this field.[4]

B: 我想是的。我在这个领域还具有一定的相关工作经验。

A: Great! We will talk about it later.

A: 很好！我们稍后再详细讨论。

2 介绍自己的专业

A: Now, could you roughly explain your major for me?[5]

A: 现在，你能大致为我解释一下你的专业内容吗？

B: Yes. My major refers to everything about the computer and Internet.

B: 好的。我的专业涉及计算机和网络的一切内容。

A: Could you give me more details about this?

A: 你能说得详细一些吗？

B: Of course. That means I deal with everything about the software and hardware of the computer. I also tackle issues about the Internet. I always upgrade and improve some of the systems and programs when I discover their disadvantages.

B: 当然可以。也就是说我处理有关计算机软件和硬件的一切问题。我也处理关于互联网的一些问题。当我发现一些程序和系统的缺陷时，我总会将其升级和完善。

A: That is quite important.

A: 这很重要。

3 介绍自己在其他领域的教育背景

A: Now I have known something about your major, the Internet Technology. And do you have any certifications in other fields?[6]

A: 现在我了解了你的专业——互联网科技。你还拥有其他领域的相关证书吗？

B: Yes. I have some.

B: 有。我有一些。

A: What are they?

A: 是什么？

B: First of all, I have certifications of English. They are in my resume. Meanwhile, I also have the diploma in professional accounting.[8]

B: 首先，我有关于英语水平的证书，可以在我的简历中看到。同时，我还拥有职业会计的证书。

A: Terrific!

A: 太棒了！

B: I also have a license of deep submergence. It is my hobby.

B: 我还有深潜的许可证。这是我的爱好。

4 介绍海外留学背景

A: I am quite curious about your experience studying aboard. Would you like to share more of it with me?

A: 我对你的留学经验很感兴趣。你愿意与我进一步分享一下吗？

B: I studied in America for my Master Degree of Intemet Technology for near three years.[9] And I got enrolled into the Boston University which has high reputation in the world.

B: 我在美国用了将近三年时间攻读互联网科技硕士学位。我在世界著名的波士顿大学念书。

A: How about the curriculum?

A: 课程如何？

B: The main course was for my major. At the same time, I also audited some courses that I was interested in.[10]

B: 主修课程是关于我的专业的。同时，我也旁听了一些我感兴趣的课程。

A: What were they?

A: 什么课程？

B: International Economics and Psychology.

B: 国际经济学和心理学。

A: Were they interesting?

A: 有趣吗？

B: Yes. And they have broadened my point of view.

B: 是的。他们拓展了我的视野。

5 介绍教育背景与职位的相关性

A: We have talked a lot about your educational background. Now, please try to state the inner relationship between your education background and the target position.[7]

A: 我们已经谈论了许多关于你的教育背景的信息。现在，请你阐述你的教育背景与目标职位的内在关系。

B: Pardon?

B: 您说什么？

A: In simple terms, what would you do with your knowledge and skills on this position?

A: 简单来说，你准备怎样利用所学服务于这个职位？

B: I am confident about my professional knowledge about the Internet Technology. And I have already some new ideas about the construction of the website. And they can be put into practice in the future.

B: 我对于自己专业的互联网科技知识很有信心。对于网络建设我已经有了新的理念，等待在未来实现。

A: Great! Is there anything else?

A: 很好！还有补充吗？

B: Sure. And I could also handle matters in other fields, such as accounting and design.

B: 是的。我还有能力处理其他领域的工作，例如会计和设计。

12 家庭情况

即翻即用的场景关键词

点滴积累，扫清障碍

家庭 Family

parents ['pɛərənts] *n.* 双亲
spouse [spauz] *n.* 配偶
child [tʃaild] *n.* 孩子
relative ['relətiv] *n.* 亲属
kinsfolk ['kinzfəuk] *n.* 亲属
offspring ['ɔfspriŋ] *n.* 后代
divorce [di'vɔ:s] *n.* 离婚
custodian [kʌ'stəudiən] *n.* 监护人
lineal ['liniəl] *adj.* 直系的
cousin ['kʌzn] *n.* 表兄弟

关系 Relation

relationship [ri'leiʃənʃip] *n.* 关系
tie [tai] *n.* 联系
bond [bɔnd] *n.* 联系
harmonious [hɑ:'məuniəs] *adj.* 和谐的
united [ju:'naitid] *adj.* 团结的
intimate ['intimit] *adj.* 亲密的
gap [gæp] *n.* 隔阂
placatory ['pleikətəri] *adj.* 和解的，安慰的

籍贯 Native Place

birthplace ['bə:θpleis]] *n.* 出生地
residence ['rezidəns] *n.* 居住
nationality [ˌnæʃə'næliti] *n.* 国籍
local ['ləukəl] *n.* 当地人
foreigner ['fɔrinə] *n.* 外国人
province ['prɔvins] *n.* 省
municipality [mjuˌnisi'pæliti] *n.* 自治区
district ['distrikt] *n.* 地区

影响 Influence

influence ['influəns] *n.* 影响
impact ['impækt] *n.* 影响
profound [prə'faund] *adj.* 深远的
significant [sig'nifikənt] *adj.* 重大的
enormous [i'nɔ:məs] *adj.* 巨大的
lasting ['lɑ:stiŋ] *adj.* 持久的

生活条件 Living Conditions

condition [kən'diʃən] *n.* 状况
standard ['stændəd] *n.* 标准
affluent ['æfluənt] *adj.* 富裕的
salariat [sə'lɛəriæt] *n.* 工薪阶层
average ['ævəridʒ] *n.* 平均
ordinary ['ɔ:dinəri] *adj.* 普通的
substantial [səb'stænʃəl] *adj.* 可观的
wealthy ['welθi] *adj.* 富裕的

高频使用的短语

"动静"结合，活学活用

名词短语

单亲 single parent
当地人 local people
家庭联系 family tie
孪生兄弟 twin brother
小村庄 small village
市郊 outskirts of the city
严重的矛盾 serious conflict
经济来源 source of income
影响深远 deep influence
家庭成员 family member
籍贯 native place
代沟 generation gap
户口所在地 domicile place
公交站 bus stop
偏远地区 remote area
副业 sideline occupation
全家 whole family
政府补贴 government's subsidiary
华侨 overseas Chinese
知青 educated youth
普通人 ordinary people
市区 downtown area
地铁站 subway station
小城镇 small town
性格好 pleasant character
人生观 philosophy of life

动词短语

相处得好 go along with
对……有影响 impact on
帮助 help out
对……严格 be strict with
对……有影响 have influence on
照顾 take care of
与……一起生活 live with
敦促某人做……urge sb. to do
依靠 rely on
照看 look after
感到舒适 feel cozy
决定做……decide to do

形容词短语

亲近的 close to
最小的 the youngest
离……远 far from

副词短语

相处融洽 live harmoniously
严厉惩罚 punish harshly

介词短语

在海边 near the ocean
在郊区 in a suburb
进餐时间 in mealtime
在大都市 in metropolis
关系好 on good terms

01 Step 询问家庭成员：

How big is your family? 你家有几口人？

- ☆ How many people are there in your family? 你家有几口人？
- ☆ How about your family members? 你的家庭成员怎么样？
- ☆ Do you have any brothers or sisters? 你有兄弟姐妹吗？
- ☆ Do you have any siblings to help out with your parents? 你有兄弟姐妹帮助你的父母吗？

02 Step 介绍家庭成员：

I have a big and happy family, including my parents, my sisters and brothers. 我有一个快乐的大家庭，包括我的父母和兄弟姐妹。

- ☆ My parents have three children, I am the youngest one. 我的父母有三个孩子，我是最小的一个。
- ☆ My parents have divorced, I am living with my mother. 我的父母离婚了，我和母亲住。
- ☆ I have a twin brother and two children. 我有一个孪生兄弟和两个孩子。
- ☆ I am the only child in my family, but I have 6 cousins. 我是家里的独生子，但是我有六个堂弟。

03 Step 询问出生地：

Where is your native place? 你的籍贯是哪里？

- ☆ Where is your birthplace? 你的出生地是哪里？
- ☆ Where is your domicile place? 你的户口所在地是哪里？
- ☆ What is your nationality? 你是哪个国家的人？
- ☆ Where were you born? 你在哪里出生？

04 Step 描述居住地：

We live in the downtown area. 我们住在市区。

- ☆ My family used to live in a small village near the ocean. 我家曾在海边的一个小村庄里。
- ☆ Our house is in a very convenient area, very close to subway stations and bus stops. 我们的房子在一个很方便的小区，离地铁站和公交站非常近。
- ☆ My home is not far from your company. 我家离你的公司不远。
- ☆ We live in the outskirts of the city. 我们住在市郊。

05 Step 询问家庭成员之间的关系：

How do you get along with your sister? 你和你妹妹相处得怎么样？

- ☆ Are you in good terms with your sister? 你和你妹妹相处得融洽吗？
- ☆ Is there a generation gap between you and your parents? 你和父母之间有代沟吗？
- ☆ Does a generation gap exist between you and your parents? 你和父母之间存在代沟吗？
- ☆ How is the relationship between your family members? 你的家庭成员之间关系怎么样？

06 Step 描述家庭成员之间关系：

We are in a good relationship. 我们关系很好。

- ☆ We are on good terms. 我们关系很好。
- ☆ There is no serious conflict between family members. 家庭成员之间没有严重的矛盾。
- ☆ Our parents seldom quarrel as they all have very pleasant characters.
  我的父母很少吵架，因为他们的性格都很好。

07 Step 询问家属职业：

What does your father do? 你的父亲是做什么的？

- ☆ What's your father's occupation? 你的父亲的职业是什么？
- ☆ What work does your spouse do? 你的配偶是做什么工作的？
- ☆ Have your parents retired yet? 你的父母已经退休了吗？
- ☆ Do your parents have sideline occupations? 你的父母有副业吗？

08 Step 介绍家庭条件：

We have no other source of income. 我们没有其他的经济来源。

- ☆ Both of my parents are wage-earners. 我的父母都是工薪阶层。
- ☆ My family is not very affluent. 我的家庭并不富裕。
- ☆ I have to raise the whole family. 我不得不养活全家。
- ☆ We rely on the government's subsidiaries every month. 我们每个月依靠政府的补助。

09 Step 询问家庭带来的影响：

How do you describe the effect your family has on you?
你怎么描述家庭对你的影响？

- ☆ How are you influenced by your parents? 你怎样受到父母影响的？
- ☆ What impacts do your parents have on you? 你的父母对你有什么影响？
- ☆ Do you think your parents have great influence on you? 你认为父母对你的影响大吗？
- ☆ Are your parents strict with you? 你的父母对你要求严格吗？

10 Step 介绍家庭带来的影响：

I would say my parents have great influence on my personality.
我要说，我的父母对我个性的形成有很大影响。

- ☆ Being influenced by the family, I decide to be a teacher.
  受家庭的影响，我决定成为一名教师。
- ☆ Parental influence is the reason why I want to be a teacher. 父母的影响促使我成为一名老师。
- ☆ My family has a deep impact on my philosophy of life. 我的家庭对我的人生观有很大影响。
- ☆ My father has the greatest effect on my behavior. 我的爸爸对我的行为有最深远的影响。

1 介绍家庭成员

A: Can you tell me a little bit about yourself?
A: 你能稍微介绍一下自己吗？

B: I am Lucy, I am living in Sydney, Australia.
B: 我是露西，我住在澳大利亚的悉尼。

A: How big is your family?[1]
A: 你家里有几口人？

B: I have a big and happy family, including my parents, my sisters and brothers.[2]
B: 我有一个快乐的大家庭，包括我的父母和兄弟姐妹。

A: Are you the youngest child in your family?
A: 你是家中最小的孩子吗？

B: No, I have a little brother, who is only five years old.
B: 不是，我有一个小弟弟，他才五岁。

A: So your parents must be busy taking care of him.
A: 这样的话好的，你的父母一定忙着照顾他。

B: I also look after my little brother when they go out.
B: 当他们出门的时候，我也照顾我的弟弟。

2 介绍出生地

A: Where is your native place?[3]
A: 你的籍贯是哪里？

B: My native place is Tianjin.
B: 我的籍贯是天津。

A: Where are you living now?
A: 你现在住在哪里？

B: I am living in Beijing with my sister. We live in the downtown area.[4]
B: 我现在和姐姐在北京生活。我们住在市区。

A: OK. Are you a resident of Beijing now?
A: 好的，你现在是北京的居民了吗？

B: Yes, I have been living in Beijing for fifteen years.
B: 是的，我已经在北京生活 15 年了。

A: Do you love Beijing?
A: 你喜欢北京吗？

B: Yes, I enjoy city life.
B: 喜欢，我喜欢城市生活。

3 介绍家庭成员之间的关系

A: Let's talk about your family. Do you have any brothers or sisters?[1]
A: 让我们谈谈你的家庭吧。你有兄弟姐妹吗？

B: Yes, I have a younger sister. We are living together now.
B: 是的，我有一个妹妹。我们现在一起生活。

A: How do you get along with your sister?[5]
A: 你和你妹妹相处得怎么样？

B: We get along well with each other. She is preparing the College Entrance Examination. She often asks me questions.
B: 我们相处的很好。她正在准备高考。她经常问我问题。

A: That's good. Do you spend much time talking with your parents?

A: 这很好。你花很多时间跟父母谈话吗？

B: Of course, we usually chat with each other, especially in mealtime.

B: 当然了，我们经常聊天，尤其是吃饭的时候。

A: Is there a generation gap between you and your parents?[5]

A: 你和父母之间有代沟吗？

B: I don't think so, my parents are very open-minded and considerate.

B: 我认为没有，他们很开放，并且善解人意。

4 介绍父母情况

A: Say something about your parents. Do you get along with them?

A: 谈谈你的父母吧。你跟他们相处得好吗？

B: Yes, we are in a good relationship.[6]

B: 当然了，我们关系很好。

A: What does your father do?[7]

A: 你父亲是做什么的？

B: He is a professor, teaching physics in a college.

B: 他是一位教授，在大学教物理。

A: How about your mother?

A: 你妈妈呢？

B: My mother is a surgeon.

B: 我妈妈是外科医生。

A: Are they still working now?

A: 他们现在还在工作吗？

B: My mother retired last year, my father was rehired by the college.

B: 我妈妈去年退休了，我爸爸被学校返聘了。

5 介绍家庭条件

A: Do you mind if we talk a little about your living conditions?

A: 你介意我们谈谈你的生活条件吗？

B: Never mind.

B: 不介意。

A: Well, you just mentioned that your mother is a housewife and you have a little brother. What is the main source of income in your family?

A: 好的，你刚刚提到你的母亲是一名主妇，你有一个小弟弟。你们家的主要经济来源是什么？

B: To be frank, my father raises the whole family. We have no other source of income.[8]

B: 坦白说，我爸爸养活全家。我们没有其他的经济来源。

A: Do you feel stressful?

A: 你会感到有压力吗？

B: A little bit sometimes, but my parents often encourage me to do whatever I like.

B: 有些时候会有一点，但是我父母经常鼓励我做我想做的事。

A: Your parents are very sensible.

A: 你的父母很通情达理。

B: Yes. Although we live in a small house, we feel cozy and comfortable when staying together.

B: 是的，虽然我们住在小房子里，但是我们待在一起的时候感到温馨舒适。

13 学历文凭

即翻即用的场景关键词

点滴积累，扫清障碍

学历 Degree

doctorate ['dɔktərit] *n.* 博士学位
post doctorate 博士后
master ['mɑ:stə] *n.* 硕士
bachelor ['bætʃələ] *n.* 学士
double degree双学位
academic [ˌækə'demik] *adj.* 学术的
associate degree 肄业证书
advanced [əd'vɑ:nst] *adj.* 高等的

文凭 Diploma

diploma [di'pləumə] *n.* 文凭
off-job training 脱产培训
in-job training 在职培训
vocational [vəu'keiʃənəl] *adj.* 职业的
certificate [sə'tifikit] *n.* 证书
overseas [ˌəuvə'si:z] *adj.* 海外的
extern [eks'tə:n] *n.* 走读生
commoner ['kɔmənə] *n.* 自费生

成绩 Score

score [skɔ:] *n.*分数
performance [pə'fɔ:məns] *n.* 表现
mark [mɑ:k] *n.* 分数
eligibility [ˌelidʒə'biliti] *n.* 合格
pass [pɑ:s] *n.* 及格
credit ['kredit] *n.* 学分
distinction [di'stiŋkʃən] *n.* 优秀
fail [feil] *v.* 不及格

课程 Course

curriculum [kə'rikjuləm] *n.* 全部课程
semester [si'mestə] *n.* 学期
major ['meidʒə] *n.* 主修
minor ['mainə] *n.* 辅修
subject ['sʌbdʒikt] *n.* 科目
specialized ['speʃəlaizd] *adj.* 专科的
compulsory [kəm'pʌlsəri] *adj.* 必修的
additional [ə'diʃənl] *adj.* 额外的

奖励 Reward

scholarship ['skɔləʃip] *n.* 奖学金
reward [ri'wɔ:d] *n.* 奖励
honor ['ɔnə] *n.* 荣誉
recommendation [ˌrekəmen'deiʃən] *n.* 推荐
government-supported student 公费生
stipend ['staipend] *n.* 助学金
honorary certificate 荣誉证书
subsidization [ˌsʌbsidai'zeiʃən] *n.* 补助

高频使用的短语

"动静"结合，活学活用

名词短语

学位 academic degree
学业成绩 academic performance
声望高 high prestige
外企 foreign company
保送生 student recommended for admission
教育背景 educational background
研究生学历 postgraduate degree
文化意识 cultural awareness
外语 foreign language
海外经验 overseas experience
跨文化交流 cross-cultural communication
职业发展 career development
时间控制 time control
学历 record of education

动词短语

从……毕业 graduate from
授予某人某物 confer sth. on sb.
出国留学 study abroad
对……疑惑 wonder about
感到自信 feel confident
与……竞争 compete with
给……优先权 give priority to
符合要求 meet requirements
与……相关联 link sth. with
拓展某人的视野 expend one's outlook
拓展某人的视野 broaden one's horizon

介词短语

在学术领域 in academic fields
从长远来看 in the long run
在工作厂所 in workplace
同时 at the same time
不但……而且…… not only…but also…

其他短语

对……好奇 curious about
对……有益 good for
倾向做…… prone to do
缺乏 lack of
对……是可以接受的 acceptable for
对……必要的 essential for
完全认可 fully accredited
非常不踏实 terribly insecure
非常困难 extremely hard

01 Step 询问应聘者的学历：

What is your highest educational qualification? 你的最高学历是什么？

- ☆ What is your educational background? 你的教育背景是什么？
- ☆ What academic degree have you obtained? 你获得了什么学位？
- ☆ When and where did you receive your MBA degree?
  你的工商管理硕士学位是什么时间、在哪儿获得的？
- ☆ What kind of degree are you graduating with? 你将以什么学位毕业？

02 Step 介绍学历：

I have finished my master's degree in philosophy this year.
我今年读完了哲学硕士学位。

- ☆ I have enough credits to attain my doctor's degree. 我有足够的学分获得得博士学位。
- ☆ I received the honorary degree of Master of Laws in Harvard University.
  我获得了哈佛大学法学硕士的荣誉学位。
- ☆ Harvard University conferred on me the honorary degree of Master of Laws.
  哈佛大学授予我法学硕士的荣誉学位。

03 Step 海外学历的优势：

I think an overseas degree has a more competitive edge, as it is an indication of one's overseas experience and cultural awareness. 我认为海外学历更有竞争力，因为它体现了一个人的海外经历和文化意识。

- ☆ People who have obtained degrees abroad have more awareness of cross-cultural communication. 获得海外学历的人具有更好的跨文化交流意识。
- ☆ Applicants who have an overseas degree or overseas experiences are preferred by foreign companies. 具有海外学历或海外经验的申请者受到外企青睐。
- ☆ Overseas degrees strongly confirm one's capability of foreign language.
  海外学历有力地证明了一个人的外语能力。

04 Step 攻读双学位：

I am working for my double degree in English and Accounting.
我正在改读英语和会计的双学位。

- ☆ I am working on Bachelor's Degree of English and Management at the same time.
  我正在同时攻读英语和管理的双学士学位。
- ☆ I am prone to have a double major in Economics and Finance in college.
  我倾向在大学里获得经济与金融双学位。
- ☆ I am wondering about taking a double degree. 我正在考虑是否攻读双学位。
- ☆ This double degree is jointly offered by the Faculty of Education and the Faculty of Arts.
  此项双学位课程由文学院与教育学院合办。

05 Step

询问文凭的好处：

What is the advantage of a certificate? 文凭的优势是什么呢？

- ☆ What are the benefits of having a diploma? 文凭的好处是什么？
- ☆ What is the edge of attaining a diploma? 获得文凭的优势是什么？
- ☆ Is a diploma good for one's career development? 文凭对一个人的职业发展有好处吗？
- ☆ Can a diploma benefit a person in the long run? 从长远来看，文凭能使人受益吗？

06 Step

介绍文凭的好处：

Getting a certificate is not time-consuming. 获得文凭不费时间。

- ☆ A diploma is fully accredited at work. 文凭在职场上是被完全认可的。
- ☆ A diploma may guarantee working efficiency. 文凭也许是工作效率的象征。

07 Step

介绍双学位的好处：

Double degree makes me feel confident when competing with others. 双学位能让我在与别人竞争的时候感到自信。

- ☆ Double degree satisfies the requirement of society. 双学位满足社会的客观要求。
- ☆ People who have a double degree will have more choices in the job market.
  有双学位的人在职场上有更多选择。

08 Step

询问学历的要求：

What academic record do they require? 他们要求什么学历？

- ☆ What is the company's requirements of degree? 公司要求什么学历？
- ☆ What education record is acceptable for applying for this job? 申请这个工作什么学历是可以接受的？
- ☆ What education record is essential for applying for this job? 申请这个工作必要的学历要求是什么？
- ☆ What education record meets requirements of the company? 什么学历符合公司要求？

09 Step

缺少相关学历：

You lack academic qualification that the job requires.
你没有那个工作所需的学历。

- ☆ You are terribly insecure if you lack required schooling.
  如果你缺少相关学历，你会感到非常不踏实。
- ☆ The lack of formal schooling will lead to your failure in job hunting. 缺少正式学历会导致你求职失败。
- ☆ Finding a job can be extremely hard without an undergraduate degree.
  没有本科学历，找工作会非常难。
- ☆ You are less likely to find a job without a formal degree. 没有正式学位，你找到工作的可能性很小。

10 Step

询问学历与工作的关系：

How is your schooling related to the job as a teacher?
你的学历和老师这个工作有什么关系？

- ☆ How is your schooling correlates with this job? 你的学历和这个工作有什么关系？
- ☆ What is the correlation between your schooling and this job? 你的学历和这个工作有什么联系？
- ☆ Is one's schooling necessarily linked with his job? 一个人的学历必须与他的工作有联系吗？
- ☆ Is there any relationship between one's schooling and his job?
  一个人的学历和他的工作有任何关系吗？

1 介绍自己的学历

A: Mr. Johnson, what is your highest education qualification?[1]
A: 约翰逊先生，你的最高学历是什么？

B: I have finished my master's degree in philosophy this year.[2]
B: 我今年读完了哲学硕士学位。

A: Which university did you graduate from?
A: 你从哪所大学毕业的？

B: I graduated from Fudan University.
B: 我毕业于复旦大学。

A: It is a famous university in China, isn't it?
A: 这是中国一所知名大学，是不是？

B: Yes, its faculty of philosophy is of high prestige.
B: 是的，这所大学的哲学系享有很高声誉。

A: Did you complete your bachelor's degree at the same university?
A: 你是在同一所大学读完学士学位的吗？

B: Yes, I am a student recommended for admission.
B: 是的，我是一名保送生。

2 介绍海外学历

A: Could you describe your overseas studying experience? I am quite curious about it.
A: 你能描述一下你的海外留学经历吗？我很感兴趣。

B: Sure. I studied aboard for my master's degree after graduating from Peking University.
B: 没问题。我在北京大学毕业后出国攻读的硕士学位。

A: What academic degree have you obtained?[1]
A: 你获得了什么学位？

B: I spent three years studying history, and received a postgraduate degree last year.
B: 我花了三年时间学历史，去年获得了研究生学位。

A: What's special about an overseas degree?
A: 海外学历有什么不同吗？

B: I think an overseas degree has a more competitive edge, as it is an indication of one's overseas experience and cultural awareness.[3]
B: 我认为海外学历更有竞争力，因为它体现了一个人的海外经历和文化意识。

3 说明文凭的优势

A: Tell me about your educational background, please.
A: 请跟我说说你的教育背景。

B: After I graduated from Nankai University with a bachelor's degree, I continued to study in education and received a teaching diploma.
B: 我在南开大学获得了学士学位后，继续学习教育学，并且获得了教育文凭。

A: Why don't you pursue a master's degree?
A: 为什么你不继续读硕士学位呢？

B: Because this program requires two years full-time study, which contradicts with my work.

B: 因为攻读硕士学位需要三年的全日制学习，这与我的工作冲突。

A: OK. What kind of diploma have you got?

A: 好吧，你得到了什么文凭？

B: I received a TEFL diploma, teaching English as a foreign language.

B: 我获得了 TEFL 证书——英语作为外语的教学。

4 说明学历的优势

A: Your resume says that you are doing a double degree in university. What are they?

A: 你的简历上说你正在大学读双学位，它们是什么？

B: I am working for my double degree in English and Accounting.[4]

B: 我正在攻读英语和会计的双学位。

A: Why are you learning two majors at the same time?

A: 为什么你同时学习两个专业？

B: I was interested in English in my childhood, so I decided to choose English as my major when I entered university. As for accounting, I think it is useful at work.

B: 我从小就对英语感兴趣，所以进入大学时我选择了学英语专业。至于会计，我认为它在职场上很有用。

A: OK. What are the advantages of having a double degree?

A: 好的，双学历的优势是什么？

B: I think double degree makes me feel confident when competing with others.[7]

B: 我觉得双学位能让我在与别人竞争的时候感到自信。

5 没有相关学历

A: Hey, Phillip, what job are you applying for?

A: 嘿，菲利普，你在申请什么工作？

B: I am preparing for the application of engineer in a factory.

B: 我在准备申请一所工厂的工程师职位。

A: But your major is Computer Science, isn't it?

A: 但是你的专业是计算机科学，不是吗？

B: Yes, you are right. But I think this job fits me.

B: 是的，没错，但是我觉得这个工作适合我。

A: The problem is, you lack academic qualification that the job requires.[9]

A: 问题是，你没有那个工作所需的学历。

B: What academic record do they require?[8]

B: 他们要求什么学历？

A: They require a Bachelor's Degree of Engineering or above.

A: 他们要求工程学学士或以上学历。

B: I know. But I have related working experience. I hope they can give me a chance.

B: 我知道，但是我有相关工作经验。我希望他们能给我一个机会。

14 专业技能

即翻即用的场景关键词

点滴积累，扫清障碍

专业技能 Professional Skills

chart [tʃɑ:t] *v.* 制图
drive [draiv] *v.* 驾驶
cook [kuk] *v.* 烹饪
edit ['edit] *v.* 编辑
feed [fi:d] *v.* 饲养
design [di'zain] *v.* 设计
repair [ri'pɛər] *v.* 维修
perform [pə'fɔ:m] *v.* 表演
photograph ['fəutəgrɑ:f] *v.* 摄影
cultivate ['kʌltiveit] *v.* 种植
weave [wi:v] *v.* 纺织
print [print] *v.* 印刷

专业知识 Professional Knowledge

astronomy [ə'strɔnəmi] *n.* 天文学
geography [dʒi'ɔgrəfi] *n.* 地理
handicraft ['hændikrɑ:ft] *n.* 手工艺
gardening ['gɑ:dniŋ] *n.* 园艺
drawing ['drɔ:iŋ] *n.* 绘画
measure ['meʒə] *n.* 测量
training ['treiniŋ] *n.* 培训
tourism ['tuərizəm] *n.* 旅游
nutriology [ˌnju:tri'ɔlədʒi] *n.* 营养学
fashion ['fæʃən] *n.* 时尚

专业特点 Features of Profession

academic [ˌækə'demik] *adj.* 学术的
proficient [prə'fiʃənt] *adj.* 熟练的
competent ['kɔmpitənt] *adj.* 有能力的
stable ['steibl] *adj.* 稳定的
practical ['præktikəl] *adj.* 实用的
prolific [prə'lifik] *adj.* 高产的
methodical [mi'θɔdikəl] *adj.* 有条不紊的
traditional [trə'diʃənəl] *adj.* 常规的

通用技能 General Skills

manage ['mænidʒ] *v.* 管理
classify ['klæsifai] *v.* 分类
communicate [kə'mju:nikeit] *v.* 沟通
assess [ə'ses] *v.* 评估
discover [dis'kʌvə] *v.* 探索
check [tʃek] *v.* 检查
announce [ə'nauns] *v.* 通知
count [kaunt] *v.* 计数
draft [dra:ft] *v.* 起草
adapt [ə'dæpt] *v.* 调整，修改

高频使用的短语

"动静"结合，活学活用

名词短语

娴熟的驾驶技术 specialized driving skills
竞争力 competitive strength
丰富的经验 rich experiences
专门课程 specialized course
进修课程 refresher course
在职培训 in-job training
独特能力 unique capability
真诚的尊重 sincere respect
合理的选择 a reasonable choice
专业技能 professional skill
特别训练 special training
学术活动 academic activity
语言熟练程度 language proficiency

动词短语

对……感到满意 be satisfied with
具有，装备 be equipped with
起作用，参与 play a part（in）
实施，实行 put into practice
发现，突然看到 catch sight of
忘记 lose one's train of
拒绝，不容忍 draw the line
注意 pay attention to
利用 make the best of
实现，执行 carry out
参与 be engaged in
下定决心，打定主意 make up one's mind
进步，进展 make progress
代替，取代 take the place of
呼吁，恳求 appeal to sb.
有共同的观点 share a common outlook
即将做某事 be about to do sth.
集中精力做某事 center on sth.
瞄准，针对 aim at
对……有影响 have an effect on

介词短语

在……首位，在……顶端 on the top of
除了……之外 with the exception of
在掌握中 in hand
按照，根据 in the light of
从某种意义上说 in sense
由于 by reason of
预先 in advance
非常好，不切实际的 out of this world
彻头彻尾，完全 from tip to toe
以某人的以名誉担保 on one's honor
在……过程中 in the course of
依据，按照 in terms of
在……底部 at the bottom of

01 Step

询问某项常见技能：

Would you like to introduce your driving skills to me?
你能为我介绍一下你的驾驶技术吗？

- ☆ Would you like to give an introduction about your driving skills to me?
  你能为我介绍一下你的驾驶技术吗？
- ☆ Would you mind talking about your driving skills with me? 你介意和我聊聊你的驾驶技术吗？

02 Step

对自己的技能表示有信心：

I am always confident about my specialized driving skills.
我对于自己娴熟的驾驶技术很有信心。

- ☆ I am quite confident about my achievement on driving skills.
  我对于自己在驾驶技术上取得的成绩很有信心。
- ☆ I have great confidence in my specialized driving skills. 我对于自己娴熟的驾驶技术很有信心。

03 Step

肯定应聘者的专业技能：

I am glad to know that you have professional knowledge about furniture design. 我很高兴得知你具有家具设计的专业知识。

- ☆ I am satisfied with your professional knowledge about furniture design.
  你所具有的有关于家具设计的专业知识令我很满意。
- ☆ Your professional knowledge about furniture design has my sincere respect.
  你所具有的有关家具设计的专业知识令我很敬佩。
- ☆ I would like to show my respect to your professional knowledge about furniture design.
  你所具有的有关家具设计的专业知识令我很敬佩。

04 Step

询问应聘者的独特技能：

Do you have any unique skill that makes you more outstanding?
你是否具有特殊的技能使你更加突出呢？

- ☆ Do you have any special skill that brings more competitive strength to you?
  你是否具有特殊的技能使你更加具有竞争力呢？
- ☆ Are you outstanding because of any unique skill? 你是否因为特殊的技能而显得更加突出呢？

05 Step

介绍技能学习情况：

I have been trained on handicrafts for several years.
我受过几年专业手工艺制作的训练。

- ☆ I have learned handicrafts for several years. 我学过几年的手工艺制作。
- ☆ I have been engaged in handicrafts learning for several years. 我学过几年的手工艺制作。

要求提供技能证书：

06 Step

But for the position application, some related certifications should be provided to show your skills.
但是对于职位申请而言，你需要提供相关的技能证书。

☆ But for the position application, you should provide some related certifications to show your skills. 但是对于职位申请而言，你需要提供相关的技能证书。

☆ But for the position application, some related certifications which could state your skill levels. 但是对于职位申请而言，你需要提供相关的技能证书。

肯定技能证书的作用：

07 Step

I believe these certifications would be helpful for your application.
我相信这些证书对于你的职位申请很有帮助。

☆ I am sure that these certifications would increase your chance to get the job.
我相信这些证书可以有效地帮助你申请职位。

☆ I am sure these certifications would help you with your position application.
我相信这些证书可以有助你申请职位。

询问技能与职位的契合度：

08 Step

Do you think you are suitable for this position in terms of your skills and experience? 根据你的技能和经验，你认为你是否适合这个职位？

☆ Do you think you are the right person for this position?
根据你的技能和经验，你认为你是否能够胜任这个职位？

规划技能学习：

09 Step

I also plan to take the design course in the future.
我也计划在以后参加有关设计方面的课程。

☆ I am intending to take the design course in the future.
我计划在以后参加有关设计方面的课程。

☆ I'd like to study design in the future. 我将来打算学习设计。

介绍自己的技能和经验：

10 Step

I have professional skills and rich experiences in this field.
我具有这个领域需要的专业的技能和丰富的经验。

☆ In this field, I am equipped with professional skills and rich experiences.
在这个领域中，我具有专业的技能和丰富的经验。

展望就职后的技能发展：

11 Step

I believe my capabilities would develop quickly if I could work on this position. 我想如果我能得到这个职位，我的能力将会迅速提高。

☆ I believe that when I am working on this position, my capabilities would develop .
我想当我在这个职位上工作时，我的能力将会有迅速的提高。

☆ I believe my capabilities would have a quick development if I could work on this position.
我想如果我能得到这个职位，我的能力将会有迅速的提高。

1 介绍常见技能

A: Would you like to introduce your driving skills to me?[1]

A: 你能为我介绍一下你的驾驶技术吗？

B: Of course. I am always confident about my specialized driving skills.[2] I have been as a full-time driver for seven years.

B: 当然。我对于自己娴熟的驾驶技术很有信心。我已经当了 7 年的全职司机。

A: According to your experience, are you good at driving all of the different kinds of cars or trucks?

A: 根据你的经验，你擅长驾驶不同类型的汽车和卡车吗？

B: Absolutely! I could drive safe and sound no matter what kind of vehicle.

B: 绝对擅长！同时，不管什么类型的汽车，我都可以安全舒适地驾驶。

A: Good! Safety is the most important thing without doubt.

A: 很好！安全毫无疑问是最重要的。

B: Yes. And I could repair the vehicle when it has some minor problems on the road.

B: 是的。而且当汽车在路上出了小问题时，我可以及时修理。

A: Terrific!

A: 好极了！

2 介绍特殊技能

A: I am glad to know that you have professional knowledge about furniture design.[3] But I still have another question.

A: 我很高兴得知你具有家具设计的专业知识。但是我还有一个问题。

B: I would like to answer it.

B: 我很乐意回答。

A: We have a number of candidates with adequate knowledge and experience to be a good designer in our company. Do you have any unique skills that makes you more outstanding?[4]

A: 我们有很多应聘者都具有一定的知识和经验成为一名好的设计师。你是否具有特殊的技能使你更加突出呢？

B: I have been trained on the handicraft for several years.[5] That means I could make the models of my designs by hand. And it is easier to evaluate them by the models than the drafts.

B: 我受过几年专业手工艺制作的训练。也就是说我可以将我的设计做成手工模型。模型比草图更容易被评鉴。

A: Terrific! Could you show the craft skills to me later?

A: 太好了！稍后你能为我展现你的手工艺吗？

B: No problem!

B: 没问题！

3 提供专业技能的证书

A: I know that you are professional in Internet technology. But for the position application, some related certifications should be provided to show your skills.[6]

A: 我知道你在互联网科技方面是专业的。但是对于职位申请而言，你需要提供相关的技能证书。

B: That is fine. I have the certification from the national Internet technology authority.

B: 好的。我有国家互联网科技管理局颁发的相关证书。

A: Great! Please show it to me after the interview. And you could also show me certifications in other fields.

A: 很好！请在面试后给我参考。你也可以提供其他领域的证书。

B: Fine. I will provide the certifications about my English level and painting skills, too.

B: 好的。我也会提供英语水平和绘画技巧方面的证书。

A: I believe these certifications would be helpful for your application.[7]

A: 我相信这些证书对于你的职位申请很有帮助。

B: I think so.

B: 我也这样认为。

4 阐述如何在职位上展现专业技能

A: According to my understanding of your resume, you are professional about book edition and publication.

A: 根据我对你的简历的理解，你在图书编辑和出版方面很专业。

B: That is right.

B: 是的。

A: Do you think you are suitable for this position in terms of your skills and experience?[8]

A: 根据你的技能和经验，你认为你是否适合这个职位？

B: Yes. I believe I am the very person that you are looking for.

B: 是的。我认为我就是你们需要的人。

A: Could you explain the reasons for me?

A: 你能为我说明理由吗？

B: I know that 80% of businesses in this company is related to the publication of popular books. And I know this area very well. I have professional skills and rich experiences in this field.[10] I also have strong interpersonal relationships in this industry.

B: 我知道这个公司80%的业务都是关于畅销书的出版的。我很了解这个行业。我具有这个领域需要的专业的技能和丰富的经验。我也拥有相关的强大的人际关系网。

A: Great!

A: 非常好！

15 | 兴趣爱好

即翻即用的场景关键词

点滴积累，扫清障碍

兴趣爱好 Hobby

hobby ['hɔbi] *n.* 业余爱好
interest ['intrist] *n.* 兴趣，爱好
dancing ['dænsiŋ] *n.* 舞蹈
singing ['siŋiŋ] *n.* 唱歌
boating ['bəutiŋ] *n.* 划船
fishing ['fiʃiŋ] *n.* 垂钓
swimming ['swimiŋ] *n.* 游泳
reading ['ri:diŋ] *n.* 阅读
skating ['skeitiŋ] *n.* 滑冰
boxing ['bɔksiŋ] *n.* 拳击
cooking ['kukiŋ] *n.* 烹饪
drawing ['drɔ:iŋ] *n.* 绘画，制图

最喜欢的事物 Favorite Things

music ['mju:zik] *n.* 音乐
chess [tʃes] *n.* 象棋
drama ['drɑ:mə] *n.* 戏剧
basketball ['bɑ:skitbɔ:l] *n.* 篮球
football ['futbɔ:l] *n.* 足球
antique [æn'ti:k] *n.* 古物，古董
instrument ['instrumənt] *n.* 乐器
film [film] *n.* 电影
fiction ['fikʃən] *n.* 小说
handicraft ['hændikrɑ:ft] *n.* 手工艺

爱好的场所 Places of Hobby

theater ['θiətə] *n.* 剧场
gym [dʒim] *n.* 健身房
library ['laibrəri] *n.* 图书馆
concert ['kɔnsət] *n.* 演唱会
gallery ['gæləri] *n.* 画廊，美术馆
playground ['pleigraund] *n.* 运动场
garden ['gɑ:dn] *n.* 花园
forest ['fɔrist] *n.* 森林
market ['mɑ:kit] *n.* 集市
seaside ['si:ˌsaid] *n.* 海边

爱好的特点 Characteristics of Hobby

adroit [ə'drɔit] *adj.* 灵敏的
disciplined ['disiplind] *adj.* 有纪律的
genteel [dʒen'ti:l] *adj.* 文雅的
motivated ['məutiveitid] *adj.* 积极的
systematic [ˌsistə'mætik] *adj.* 有系统的
spirited ['spiritid] *adj.* 生机勃勃的
rational ['ræʃənl] *adj.* 理性的
intellective [ˌinti'lektiv] *adj.* 有智慧的

高频使用的短语

"动静"结合，活学活用

名词短语

业余时间 spare time
第一位 the first place
流行音乐 pop music
小说 fiction book
乐器 musical instrument
长跑 long distance running
运动俱乐部 sports club
电视连续剧 TV series
休闲时间 leisure time
双刃剑 a double-edged sword
古典音乐 classical music
非小说类图书 nonfiction book
乒乓球 table tennis
集邮 stamps collection
在线游戏 online game

动词短语

喜爱 be knee on
深得……喜爱 have a great taste for
被……占据 be occupied by
重视 attach great importance to
使……远离 keep from
听音乐 listen to music
符合某人的嗜好 suit one's taste
上网 surf the internet
露营 go camping
喜欢 be fond of
对……感兴趣 be interested in
被……吸引 be attracted by
释放压力 release the pressure
扰乱某人的注意力 distract one's attention
拍照 take pictures
爬山 climb mountains
打扑克 play cards

其他短语

很乐意 with great pleasure
难怪，怪不得 no wonder
不再 no more
在户外 out of doors
在紧急情况下 in emergency
徒劳，无效 in vain
因公，因事 on business
偶尔，有时 once in a while
毫不犹豫 without hesitation
在一些情况下 under some circumstances
由于 by virtue of
经重新考虑 on second thoughts

01 Step 询问业余时间的安排：

How do you spend your spare time? 你怎样利用业余时间？

- ☆ How do you enjoy your leisure time? 你怎样享受业余时间？
- ☆ What do you do in your leisure time? 业余时间你都做些什么？
- ☆ What will you do if you have some spare time? 如果你有业余时间，你会做些什么？
- ☆ What would you like to do in your leisure time? 业余时间你都做些什么？

02 Step 介绍自己喜爱的事物：

I love books and movies very much. 我热爱书籍和电影。

- ☆ I am knee on books and movies. 我热爱书籍和电影。
- ☆ I am fond of books and movies. 我热爱书籍和电影。
- ☆ My love is for the books and movies. 我热爱书籍和电影。

03 Step 介绍自己喜欢做的事情：

I have a taste for reading books and watching movies.
所以我对阅读和鉴赏电影有浓厚的兴趣。

- ☆ I like reading books and watching movies. 我喜欢读书和看电影。
- ☆ I am keen on reading books and watching movies. 我喜欢读书和看电影

04 Step 介绍爱好的背景：

I have developed an interest on hiking since I entered the university.
我从上大学开始就对徒步旅行很感兴趣。

- ☆ I have love for hiking since I was a student in the university.
  我从上大学开始就喜欢上了徒步旅行。
- ☆ I am interested in hiking since I was in the university. 我从上大学开始就对徒步旅行很感兴趣。
- ☆ As soon as I attended university, I fell in love with hiking. 我一进入大学，就开始喜爱徒步旅行。

05 Step 表明某种爱好的重要性：

It has occupied the first place in my hobby list for quite a long time.
很长时间以来，它都是我最大的爱好。

- ☆ It has been placed on the top of my hobby list for quite a long time.
  很长时间以来，它都是我最大的爱好。

06 Step 介绍有关爱好的最初学习经历：

At first, I learned to play the piano just as a hobby.
最初，我将弹钢琴作为一种爱好进行练习。

- ☆ At first, I engaged in playing the piano just as a hobby. 最初，我将弹钢琴作为一种爱好进行练习。
- ☆ At the beginning, the piano performance was a kind of hobby to me.
  最初，演奏钢琴只是我的一种爱好。

辩证地看待爱好的影响：

07 Step

I believe that hobby is a double-edged sword for everyone who attaches great importance to it.
我认为爱好对于任何看重它的人来说都是把双刃剑。

☆ I believe that hobby is either positive or negative for everyone who attaches great importance to it. 我认为爱好对于任何看重它的人来说既是正面的也是负面的。

爱好对于工作的积极影响：

08 Step

I believe that good hobbies have positive effects on ourselves.
我认为好的爱好对我们有积极的影响。

☆ I believe that good hobbies could bring positive effects to us.
我认为好的爱好可以为我们带来积极的影响。

阐述某些特定爱好的正面影响：

09 Step

Hobbies such as reading and singing could help people release their pressure. 像阅读或唱歌这样的爱好可以帮助人们释放压力。

☆ Hobbies such as reading and singing can get people relaxed.
像阅读或唱歌这样的爱好可以使人们得到放松。
☆ The relaxed hobbies such as reading or singing could spare people from pressure.
像阅读或唱歌这样的放松型的爱好可以为人们缓解压力。

表明某种事物的吸引力：

10 Step

It is really attractive to me. 它对我来说很有吸引力。

☆ It has special attraction for me. 它对于我来说很有吸引力。
☆ I am attracted by it deeply. 我深深地被它吸引了。
☆ It is fascinating. 它很吸引人。

阐述某些特定爱好的负面影响：

11 Step

Some hobbies like playing computer games may distract people from their work. 玩网络游戏等爱好会使人们无法专心工作。

☆ Some hobbies may consume much of your time. 有些爱好可能会消耗你太多时间。

建立工作与爱好之间的平衡：

12 Step

So it is important to strike a balance between hobby and work.
所以在工作与爱好之间建立一种平衡是很重要的。

☆ So it will be better to keep a proper balance between hobby and work.
所以在工作与爱好之间建立一种平衡会更好。
☆ So a balance between hobby and work will be quite important.
所以工作与爱好之间的平衡很重要。

1 介绍常见爱好

A: Now I have known quite a lot about your professional career. May I ask you something more personal?

A: 现在我对你的职业生涯有了很多了解。我可以询问一些更加个人化的信息吗？

B: Fine.

B: 好的。

A: In general, how do you enjoy your leisure time?

A: 在通常情况下，你如何享受你的休闲时光？

B: I love books and movies very much.[2] So I have a taste for reading books and watching movies.[3]

B: 我热爱书籍和电影。所以我对阅读和鉴赏电影有浓厚的兴趣。

A: Do you like to enjoy them by yourself or to share them with your friends?

A: 和与他人共享相比，你是否更倾向于独自享受这些事物？

B: I like sharing my ideas with others.

B: 我喜欢与他人分享我的想法。

A: Actually, I have the same hobbies with you. Maybe we could share more opinions later.

A: 事实上，我与你有相同的爱好。也许以后我们可以相互交流。

B: My pleasure.

B: 没问题。

2 介绍特殊爱好

A: I would like to know something about your hobby.

A: 我想了解一下你的爱好。

B: I have developed an interest on hiking since I entered the university.[4]

B: 我从上大学开始就对徒步旅行很感兴趣。

A: Do you still enjoy it now?

A: 现在你还乐在其中吗？

B: Of course, it has occupied the first place in my hobby list for quite a long time.[5]

B: 当然，很长时间以来，它都是我最大的爱好。

A: But I think it is a little bit dangerous under some circumstances, especially when you are in the forest or on the mountain.

A: 但是我想，在一定情况下，它是有些危险的，特别是当你在森林中或高山上。

B: That is true. I will prepare it well before I start the journey. And I always have partners around me. All of us have enough knowledge about nature and hiking. It is OK.

B: 是的。旅程开始前我会作足准备。我也会与伙伴们同行。我们对于自然和徒步旅行都很了解。没有问题的。

3 介绍爱好带来的成就

A: How do you spend your spare time?[1]

B: I like playing the piano.

A: Is it your hobby?

B: Exactly! And maybe I could say that it is my second major.

A: Oh?

B: At first, I learned to play the piano just as a hobby.[6] To everyone's surprise, I was quite good at it. So I participated in some competitions and won some rewards.

A: Fantastic! You are brilliant!

B: Thanks.

A: 你怎样利用业余时间?

B: 我喜欢弹钢琴。

A: 这是你的爱好吗?

B: 绝对是！也许我应该称之为我的第二专业。

A: 噢?

B: 最初，我将弹钢琴作为一种爱好进行练习。但出人意料的是，我对弹琴很在行。所以我就参加了一些比赛，并获了奖。

A: 太棒了！你很出色！

B: 谢谢。

4 探讨爱好和工作的正面关系

A: I would like to know how you think about the relationship between job and hobby.

B: I believe that good hobbies have positive effects on ourselves.[8]

A: Such as?

B: Hobbies such as reading and singing could help people release their pressure.[9] And they will have an optimistic attitude towards their job.

A: How about sports?

B: Sports such as swimming or running can keep people fit. And a healthy physical condition is essential for everyone who intends to focus on work. People should make themselves more energetic at work, and suitable hobbies are effective.

A: Yes, I agree with you.

A: 我想知道是怎样理解你对于工作和爱好的关系的?

B: 我认为好的爱好对我们有积极的影响。

A: 比如?

B: 像阅读或唱歌这样的放松型的爱好可以帮助人们释放压力。这样他们就会在工作上保持乐观的心态。

A: 那么运动呢?

B: 像游泳或跑步这样的运动可以使人们保持健康。对于每一个想专心工作的人来说，健康的身体都是至关重要的。人们需要知道如何让自己在工作中充满活力，而合适的爱好就有不错的效果。

A: 是的，我同意你的观点。

16 | 其他能力

即翻即用的场景关键词

点滴积累，扫清障碍

沟通能力 Communication

communication [kəˌmju:ni'keiʃən] *n.* 交流
interaction [ˌintə'rækʃən] *n.* 互动
negotiation [niˌgəuʃi'eiʃən] *n.* 协商
verbal ['və:bəl] *adj.* 口头的
conference ['kɔnfərəns] *n.* 会谈
response [ri'spɔns] *n.* 回应
feedback ['fi:dbæk] *n.* 反馈
competence ['kɔmpitəns] *n.* 能力

思辨能力 Logical Thinking

logic ['lɔdʒik] *n.* 逻辑
thinking ['θiŋkiŋ] *n.* 思考
analyze ['ænəlaiz] *v.* 分析
abstract ['æbstrækt] *adj.* 抽象的
speculative ['spekjulətiv] *adj.* 推测的
deduce [di'dju:s] *v.* 推断
critical ['kritikəl] *adj.* 批判性的
systematic [ˌsisti'mætik] *adj.* 系统化的

判断能力 Judgment

judgment ['dʒʌdʒmənt] *n.* 判断力
estimation [ˌesti'meiʃən] *n.* 判断
decision [di'siʒən] *n.* 决定
rational ['ræʃənl] *adj.* 理性的
perceptual [pə'septʃuəl] *adj.* 感性的
objective [əb'dʒektiv] *adj.* 客观的
subjective [səb'dʒektiv] *adj.* 主观的
bias ['baiəs] *n.* 偏见

领导能力 Leadership

leadership ['li:dəʃip] *n.* 领导
organization [ˌɔ:gənai'zeiʃən] *n.* 组织
authority [ɔ:'θɔriti] *n.* 权威
inspire [in'spaiə] *v.* 激励
team [ti:m] *n.* 团队
planning ['plæniŋ] *n.* 规划
coordination [kəuˌɔ:di'neiʃən] *n.* 协调
unity ['ju:niti] *n.* 统一

高频使用的短语

"动静"结合，活学活用

名词短语

逻辑思维 logical thinking
流利的英语 fluent English
基本能力 basic skill
口头交流 verbal communication
商务谈判者 business negotiator
批判思维 critical thinking
分析能力 analytical skill
学术研讨会 academic symposium
互动能力 interpersonalkill
相互理解 mutual understanding
国际声望 international reputation
核心精神 core spirit
决策 decision making
生动的语言 vivid word
基本技能 fundamental ability
商务谈判 business negotiation
适应能力 adaptive capability
科学研究 scientific research
合理的方案 reasonable solution
团队建设 team building
管理能力 management skill
……意识 awareness of
日程紧张 tight schedule

动词短语

作决定 make a decision
减少损失 reduce the losses
作让步 make compromise
完成任务 finish a task
提高意识 raise the awareness
展现某人的能力 display one's ability
对……至关重要 be crucial for
能胜任 be competent for
作判断 make judgment
分配给某人某物 assign sb. sth.
作妥协 make a concession
源于 stem from
发挥想象力 exert one's imagination
对……满意 be satisfied with
能够做…… be able to do
与……联合 be associated with

介词短语

在工作中 at work
在团队工作中 in team work
在某人的领导下 under one's leadership
在截止日期前 before the deadline

其他短语

有效交流 communicate effectively
逻辑思维 think logically
完全展现 display thoroughly
充分发挥 fully play
全面思考 think comprehensively
迎刃而解 readily solved

01 Step

询问具备的能力：

What is the most important ability for a tour guide?

对一名导游来说，最重要的能力是什么？

- ☆ What is the fundamental ability for a tour guide? 作为一名导游，最基本的能力是什么？
- ☆ What are the basic skills for this job? 这项工作需要哪些基本能力？
- ☆ Are you able to lead a team? 你能领导一个团队吗？

02 Step

交流能力的重要性：

I think good communication skills is crucial for a tour guide.

我认为良好的交流能力对导游至关重要。

- ☆ Many jobs require people to communicate effectively. 许多工作都需要人们有效沟通。
- ☆ Business negotiation is crucial for a businessman. 作为商人，商务谈判能力是非常重要的。
- ☆ A qualified business negotiator must have excellent interaction skills.
  一个合格的商务谈判者必须具有出色的互动能力。

03 Step

询问能力在工作中的体现：

How does this ability help you with your job?

这个能力是怎样促进你工作的呢？

- ☆ How does this ability make you become competent for this position?
  这个能力怎样帮助你胜任这个职位的呢？
- ☆ How can you illustrate your adaptive capability at work? 怎样在工作中体现你的适应能力？
- ☆ How to display your creativity at work? 怎样在工作中展现你的创造力？

04 Step

思辨能力的优势：

Logical thinking enables me to make decisions rationally.

逻辑思维能力能够使我理性地作出决定。

- ☆ Logical thinking helps us make right judgment in short period of time.
  逻辑思维能力帮助我们在短时间内作出准确的判断。
- ☆ Logical thinking reflects strong analytical skills. 逻辑思维反映了很强的分析能力。
- ☆ Quick thinking and analyzing is the first step towards a reasonable solution.
  快速思考和分析是寻求合理解决方案的第一步。
- ☆ Good mathematics is displayed thoroughly through logical thinking.
  数学能力可以通过逻辑思维完全展现出来。

05 Step

领导能力在工作中的体现：

My team has successfully held an academic symposium in my coordination with my group members.

我的团队在我与组员的协调下成功举办了一次学术研讨会。

- ☆ Under my leadership, many problems are readily solved. 在我的领导下，许多问题都迎刃而解了。
- ☆ My colleagues are united and confident under new leadership.
  在新领导的带领下，我的同事团结一致，满怀信心。

06 Step

如何具备领导能力：

I think leadership is based on inspiration and coordination.
我认为领导能力是以激励和协调为基础的。

- ☆ Leadership includes team building and conflict coordination.
  领导能力包括团队建设和冲突协调能力。
- ☆ Good interpersonal skills is the gateway to a successful leader.
  良好的互动能力是成为一名成功领导的第一步。
- ☆ Leadership is associated with excellent management skills.
  领导能力是与优秀的管理能力结合起来的。
- ☆ Leadership stems from common interest and mutual understanding.
  领导能力源于共同利益和相互理解。

07 Step

团队合作能力对工作的影响：

We completed all the assigned tasks timely.
我们按时完成了分配给我们的所有任务。

- ☆ Teamwork enables us to complete tasks before the deadline.
  团队合作使我们能够在截止日期前完成任务。
- ☆ Individuals could be self-motivated in team work. 个人能够在团队合作中自我激励。
- ☆ Individual team member has much better chance to "shine".
  团队工作中的个人有更多的机会展现自己。
- ☆ People working in a team can more easily discover their potential.
  个人在团队中更容易发现自己的潜力。

08 Step

如何具备团队合作能力：

I will make some concessions on minor details, but not on principles.
我会在次要的细节上作一些让步，但是我不在原则上妥协。

- ☆ Good communication skills and sense of cooperation are necessary.
  好的沟通能力和合作意识是必要的。
- ☆ We should cultivate children's ability of teamwork from the very beginning.
  我们应该一开始就培养孩子的团队合作能力。
- ☆ We should emphasize the importance of teamwork. 我们应该强调团队合作能力的重要性。

09 Step

询问怎样在工作中发挥创造能力：

Could you tell me how to exert your imagination in teaching?
你能告诉我怎样在教学中发挥你的想象力吗？

- ☆ How to be imaginative in teaching? 怎样在教学中发挥想象力？
- ☆ How to relate my imagination to work? 怎么把我的想象力和工作联系起来？
- ☆ How to exercise one's creativity in designing? 在设计中怎么锻炼一个人的创造力？

10 Step

创造能力在工作中的体现：

She asked me to draw whatever I want without caring about techniques. 她让我画我想画的任何东西，不用去在意技巧。

- ☆ One should use imagination in scientific invention, not reasoning.
  一个人应该在科学发明中运用想象力，而不是推理。
- ☆ To be creative on a job makes you distinct. 在工作中发挥创造力使你变得与众不同。

1 介绍交流能力

A: What is the most important ability for a tour guide?[1]

A: 对一名导游来说，最重要的能力是什么？

B: Well, I think good communication skills is crucial for a tour guide.[2]

B: 嗯，我认为良好的交流能力对导游至关重要。

A: Why do you think so?

A: 你为什么这么想呢？

B: Because a good tour guide must satisfy the needs of tourists through communication.

B: 因为一名好的导游必须通过沟通满足游客的要求。

A: Can you give us a specific example?

A: 你能举个具体的例子吗？

B: Sure. Once I conducted a group of visitors round the museum, but some foreign visitors couldn't understand the content of exhibition.

B: 当然了，有一次我带领一队游客参观博物馆，但是一些外国游客不能理解展览的内容。

A: How did you deal with it?

A: 你是怎么处理的呢？

B: I explained the content with fluent English and vivid words. The result is, all my visitors were satisfied with my service.

B: 我用流利的英语和形象的语言解释了展览的内容。结果所有的游客对我的服务都很满意。

2 介绍思辨能力

A: You are applying for the job as a marketing manager, aren't you?

A: 你在申请销售经理的工作，是吧？

B: Yes, I have been working in marketing for 20 years.

B: 是的，我已经在销售领域工作 20 年了。

A: Why do you think you are qualified for the marketing manager?

A: 为什么你觉得自己适合销售经理的工作呢？

B: First, I have rich experience in sales and management, and that's crucial I think.

B: 首先，我在销售和管理方面有丰富的经验，这很重要。

A: Then, could you tell me what is the core ability in marketing management?

A: 那么，你能谈谈什么是销售经理的核心能力吗？

B: As far as I am concerned, one's ability for logical thinking is far more important than persuasiveness.

B: 我认为，一个人的逻辑思维能力远比销售能力重要。

A: How does this ability help you with your job?[3]

A: 这个能力是怎样促进你工作的呢？

B: Logical thinking enables me to make decisions rationally.[4]

B: 逻辑思维能力能够帮助我理性地作出决定。

3 介绍自己的领导能力

A: Your resume says that you are the chairman of the Student's Union. Are you a good leader?

A: 你的简历上说你是学生会主席。你是一个好的领导吗？

B: I think I am, as my team achieved great success under my leadership.

B: 我觉得我是，因为我的团队在我的领导下取得了很大成功。

A: Can you give me an example of teamwork and leadership?

A: 你能举一次团队合作和体现你领导能力的例子吗？

B: OK. My team has successfully held an academic symposium in my coordination with my group members.[5]

B: 好的，我的团队在我与组员的协调下成功举办了一次学术研讨会。

A: Very nice. What do you think is the most important quality for a successful leader?

A: 很好，你认为一个成功的领导应该具备的最重要的能力是什么？

B: I think leadership is based on inspiration and coordination.[6]

B: 我认为领导能力是以激励和协调为基础的。

A: Do you tend to dominate the whole group at work?

A: 你倾向于在工作中由自己一个人说了算吗？

B: Definitely not.

B: 绝对不是。

4 介绍团队合作能力

A: What is your most outstanding ability?

A: 你最突出的能力是什么？

B: Let me see... I have excellent teamwork skills.

B: 让我想想……我有出色的团队合作能力。

A: Could you give me an example of teamwork?

A: 你能举个团队合作的例子吗？

B: OK. Once my colleagues and I were asked to organize a large conference in three days.

B: 好的，有一次我的同事和我被要求在三天内组织一次大型会议。

A: Wow, you were on a tight schedule, weren't you?

A: 哇，你们的时间一定很紧，是不是？

B: Yes, we assigned the tasks at once, and cooperated with each other.

B: 是的，我们马上分配了任务，相互合作。

A: What is the consequence?

A: 结果怎么样？

B: We completed all the assigned tasks timely.[7]

B: 我们按时完成了分配给我们的所有任务。

A: That's incredible. What do you think is the core spirit of teamwork?

A: 简直不可思议。你认为团队合作的核心精神是什么？

B: Good communication skills and sense of cooperation are necessary,[8] I think.

B: 我觉得好的沟通能力和合作意识是很有必要的。

A: Will you make concessions in team work?

A: 在团队工作中你会作让步吗？

B: I will make some concessions on minor details, but not on principles.[8]

B: 我会在次要的细节上作一些让步，但是我不在原则上妥协。

A: I really appreciate your opinion.

A: 我很赞同你的观点。

B: Thank you.

B: 谢谢。

17 工作经验

即翻即用的场景关键词

点滴积累，扫清障碍

工作相关事物 Things around Work

employment [im'plɔiмənt] *n.* 雇用，职业
occupation [ˌɔkju'peiʃən] *n.* 职位
business ['biznis] *n.* 事业
position [pə'ziʃən] *n.* 岗位
responsibility [riˌspɔnsə'biliti] *n.* 职责
behave [bi'heiv] *n.* 表现
salary ['sæləri] *n.* 薪水
promotion [prə'məuʃən] *n.* 升职
target ['tɑ:git] *n.* 目标
expert ['ekspə:t] *n.* 专家

职位 Job Titles

executive [ig'zekjutiv] *n.* 行政主管
director [di'rektə] *n.* 主任，总监
copywriter ['kɔpiˌraitə] *n.* 广告撰稿人
clerk [klɑ:k] *n.* 职员
seller ['selə] *n.* 售货员
representative [repri'zentətiv] *n.* 代理人
trader ['treidə] *n.* 商人
secretary ['sekrəˌtəri] *n.* 秘书
instructor [in'strʌktə] *n.* 指导者，教师
auditor ['ɔ:ditə] *n.* 审计员
analyst ['ænəlist] *n.* 分析员
interpreter [in'tə:pritə] *n.* 翻译者，口译员

工作内容 Job Duties

design [di'zain] *v.* 设计
develop [di'veləp] *v.* 发展
exploit [ik'spləit] *v.* 开发
establish [i'stæbliʃ] *v.* 建立
devise [di'vaiz] *v.* 策划
generate ['dʒenəreit] *v.* 生产
integrate ['intiˌgreit] *v.* 一体化
manufacture [ˌmænju'fæktʃə] *v.* 制造
administer [əd'ministə] *v.* 管理
organize ['ɔ:gəˌnaiz] *v.* 组织

工作情况 Job Situations

strict [strikt] *adj.* 严格的
sensible ['sensəbl] *adj.* 合乎情理的
realistic [riə'listik] *adj.* 现实的
industrious [in'dʌstriəs] *adj.* 勤勉的
qualified ['kwəliˌfaid] *adj.* 合格的
hearty ['hɑ:ti] *adj.* 热诚的
precise [pri'sais] *adj.* 精确的
dynamic [dai'næmik] *adj.* 有活力的

高频使用的短语

"动静"结合，活学活用

名词短语

兼职编辑 a part-time magazine editor
网络工程师 the Internet engineer
深刻的印象 a deep impression
先进工作者 advanced worker
第二份工作 second job
大学四年级学生 senior student
宝贵的经验 a valuable experience
内在障碍 the inner hinder
工作经历 work experience
训练有素的员工 well-trained worker

动词短语

对……印象深刻 be impressed by
解决问题 solve the puzzle
清理 sort out
接管，接办 take over
改变现状 change the situation
在某人的道路上设置障碍 set block on one's way
装备 be equipped with
打破纪录 break the record
加速 speed up
突出，显眼 stand out

形容词短语

足够长 long enough
值得的 worthy of
必不可少的 indispensable for
对……有责任的 liable for
确信的 sure of
典型的，有代表性的 typical of
胜任的，有能力的 competent for
忠实于 faithful to

介词短语

马上 at once
独自 by oneself
很远 far from
在公开场合 in public
下班 off duty
不提防 off guard
处境困难 in difficultiy
决不 by no means
除了 apart from
不时 from time to time
失衡 off balance
减价 off the price
由于……的缘故 in consequence of

场景中脱口而出的单句

实战口语，步步为营

01 Step

询问相关工作经验：

Do you have any working experience on this position?

你有关于这个职位的相关工作经验吗？

☆ Do you have any related experience in this field? 你有这个领域的相关工作经验吗？

☆ Are you experienced on this position? 对于这个职位你是否经验丰富？

02 Step

介绍兼职工作经验：

I took a part-time job as a magazine editor when I was a senior student at university.

在我大学四年级的时候，我曾经担任过杂志的兼职编辑。

☆ When I was a senior student in the university, I worked as a part-time magazine editor.
在我大学四年级的时候，我曾经担任过杂志的兼职编辑。

03 Step

简历上记载的工作经验：

Your resume shows that you have worked as Internet engineer in the Sun Company for three years.

你的简历显示你曾在太阳公司做过三年的网络工程师。

☆ I know from your resume about your experience as an Internet engineer in the Sun Company.
我从你的简历里得知你曾经在太阳公司做过网络工程。

☆ According to your resume, you were an Internet engineer in the Sun Company for three years.
我从你的简历里得知你曾经在太阳公司做过三年的网络工程师。

04 Step

询问经验带来的启示：

What was the biggest achievement that you got from the experience?

那次经验给你带来了怎样的收获？

☆ What did your learn from the experience? 你从那次经验中懂得了什么？

☆ Did you get any enlightenment from the experience? 你有没有从那次经验中得到启示？

05 Step

介绍全职工作经验：

I had worked in Sun Company since I got my master's degree from the University. 我从大学获得了硕士学位后就开始在太阳公司工作。

☆ I had been offered a position in Sun Company since I got my master's degree from the University. 我从大学获得了硕士学位后就在太阳公司得到了一个职位。

☆ After I got my master's degree from the University, I began to work in Sun Company.
我从大学获得了硕士学位后就开始在太阳公司工作。

06 Step

特殊工作经验：

I know you have valuable experience on a special position.

我知道你有关于一个特殊岗位的宝贵的工作经验。

☆ I know you have extraordinary experience for a special job.
我知道你有关于特殊工作的宝贵的工作经验。

☆ I would like to know how you work on such a special position.
我想知道你在如此特殊的岗位上是怎样工作的。

07 Step

询问应聘者在以往工作中的优势：

How would you summarize your personal advantages based on your working experience?

根据你的工作经验，你怎样概括你的优势？

☆ According to your experience, what personal advantages could be discovered in your professional career? 根据你的经验，你在职业生涯中有什么优点？

08 Step

自我提高：

Meanwhile, I try to improve myself all the time.

同时，我时刻都在尽力提高自己。

☆ Meanwhile, I also focus on self-improvement all the time.
同时，我时刻都很重视自我提高。

☆ At the same time, I always attach great importance to the self-improvement.
同时，我时刻都很重视自我提高。

☆ At the same time, I would like to devote myself into self-improvement.
同时，我非常重视自我提高。

09 Step

对应聘者的工作经验表示肯定：

I am impressed by your rich experience in this field.

我对你在这个领域中的丰富经验印象深刻。

☆ I have a deep impression on your rich experience in this field.
你在这个领域中的经验给了我很深的印象。

☆ Your rich experience in this field impressed me a lot.
你在这个领域中的经验给了我很深的印象。

10 Step

肯定工作经验的价值：

The experience will be helpful to my future career.

这种经验对我未来的职业发展很有帮助。

☆ The experience will attribute to my future career.
这种经验将为我的事业发展带来动力。

☆ I could learn a lot of things from the experience.
我可以从这种经验中学到很多有益的东西。

1 介绍兼职工作经验

A: Do you have any working experience on this position?[1]

A: 你有关于这个职位的工作经验吗？

B: Actually, no. I have not occupied any formal position up to now. I just graduated from the university two weeks ago.

B: 事实上并没有。我至今还没有在正式职位上工作过。我两个星期前才从大学毕业。

A: OK. It does not matter. Maybe you could introduce your experience on part-time work to me.

A: 好的。没关系。也许你可以给我介绍一些你的兼职经验。

B: That is fine. I really have the experience as a part-time magazine editor when I was a senior student in the university.[2]

B: 没问题。在我大学四年级的时候，我曾经担任过杂志的兼职编辑。

A: Tell me about it.

A: 给我讲讲。

B: I was a copy editor for a fashion magazine at that time. My duty was to write reports about the fashion shows around the city. And I also edited other reports or comments from the journalists.

B: 那时，我是一本时尚杂志的文字编辑。我的工作职责是为城中的时尚表演写报道稿件。同时，我也对读者们的其他报道和评论进行编辑加工。

2 介绍全职工作经验

A: Your resume shows that you held a position as Internet engineer in the Sun Company for three years.[3]

A: 你的简历上显示你曾经在太阳公司做过三年的网络工程师。

B: Yes.

B: 是的。

A: Would you like to introduce your experience during that time to me?

A: 你愿意向我介绍一下你那段时间的工作经历吗？

B: I had worked in the Sun Company since I got my master's degree from the University.[5] I was an Internet engineer responsible for designing websites for all kinds of companies.

B: 我从大学获得了硕士学位后就开始在太阳公司工作。我是一名为各种公司设计网页的网络工程师。

A: What is your biggest advantage in website design?

A: 在设计网页方面你的最大优势是什么？

B: I's good at analyzing the clients' interests.

B: 我很善于分析客户的喜好。

3 介绍志愿者工作经验

A: I know you have a valuable experience on a special position.[6] Would you like to share it with me?

A: 我知道你有关于特殊岗位的宝贵的工作经验。你愿意与我一起分享吗？

B: Do you mean my experience as a volunteer in 2008 Beijing Olympic Games?

B: 你是指我作为 2008 年北京奥运会的志愿者的经验吗？

A: That is right. I would like to know more about it.

A: 是的。我想了解更多信息。

B: It is a great experience to me. And I am always glad to share it with everyone.

B: 那是一种很棒的经验。我一直乐于与他人分享那段经历。

A: Great!

A: 非常好！

B: I worked for the Olympic Organization in the whole process of the event. And my duty was to guide the audience in the National Stadium. It provided a great opportunity for me to communicate with people from different countries.

B: 我在整个奥运会期间为奥运会组委会工作。我的主要职责是为到国家体育场观看比赛的观众们指路。那份工作给了我很好的与来自世界各国的人们进行交流的机会。

A: What was the biggest achievement that you got from the experience?[4]

A: 次经验给你带来了怎样的收获？

B: The sense of responsibility.

B: 责任感。

4 根据工作经验评价自己的职业表现

A: According to your experience, how would you summarize your personal advantages in the field?[7]

A: 根据你的经验，你怎样概括你在职业生涯中的优势？

B: As an English teacher, I have a great sense of responsibility. Under any circumstances, I always give priority to my students' needs. And I would like to make friends with them. I am trying my best to let them know that learning is enjoyable.

B: 作为一名英语教师，我有很强的责任感。在任何情况下，我都以学生的需要为先。我愿意和他们成为朋友。我竭尽所能让他们知道学习是一件快乐的事情。

A: This is quite important to any teacher.

A: 这对所有的教师来说都很重要。

B: Meanwhile, I try to improve myself all the time.[8] I read a lot of academic books about language education and learners' psychology.

B: 同时，我时刻都在尽力提高自己。我阅读了很多关于语言教育和学生心理的书籍。

A: Does it mean that you think the personal research is more important than the team communication in your field?

A: 那么你是否觉得在你的领域中独自研究要比交流学习更重要呢？

B: No. I just want to say that personal research seems more effective to me.

B: 不是。我只是想说独自研究对我而言似乎更加有效。

A: OK. I see. And are you good at communicating with your colleagues and students?

A: 好的，我明白了。你善于和学生及同事交流吗？

B: I like to communicate with my students very much, but relatively less with my colleagues.

B: 我很喜欢和我的学生交流，但和同事交流得相对要少一些。

18 品质性格

即翻即用的场景关键词

点滴积累，扫清障碍

性格 Personality

personality [ˌpəːsəˈnæliti] *n.* 性格
character [ˈkæriktə] *n.* 品质
extroversive [ˌekstrəˈvəːsiv] *adj.* 外向的
social [ˈsəuʃəl] *adj.* 社交的
introverted [ˈintrəvəːtid] *adj.* 内向的
open-minded [ˈəupənˈmaindid] *adj.* 开放的
reserved [riˈzəːvd] *adj.* 内敛的
cheerful [ˈtʃiəfəl] *adj.* 令人愉悦的
talkative [ˈtɔːkətiv] *adj.* 健谈的
good-tempered [ˈgudˈtempəd] *adj.* 好脾气的

性格优点 Advantages

creative [kriˈeitiv] *adj.* 有创造力的
honest [ˈɔnist] *adj.* 诚实的
independent [ˌindiˈpendənt] *adj.* 独立的
curious [ˈkjuəriəs] *adj.* 好奇的
energetic [ˌenəˈdʒetik] *adj.* 精力充沛的
enthusiastic [inˌθjuːziˈæstik] *adj.* 热情的
optimistic [ˌɔptiˈmistik] *adj.* 乐观的
active [ˈæktiv] *adj.* 积极的
perseverant [ˌpəːsiˈviərənt] *adj.* 有毅力的

性格缺点 Disadvantages

pessimistic [ˌpesiˈmistik] *adj.* 悲观的
indifferent [inˈdifrənt] *adj.* 冷漠的
lazy [ˈleizi] *adj.* 懒惰的
dishonest [disˈɔnist] *adj.* 不诚实的
arrogant [ˈærəgənt] *adj.* 傲慢的
immodest [iˈmɔdist] *adj.* 不谦逊的
insolent [ˈinsələnt] *adj.* 蛮横的
inferiority [inˌfiəriˈɔriti] *n.* 自卑

工作态度 Working Attitude

diligent [ˈdilidʒənt] *adj.* 勤勉的
responsible [riˈspɔnsəbəl] *adj.* 有责任感的
ambitious [æmˈbiʃəs] *adj.* 有雄心的
dutiful [ˈdjuːtifəl] *adj.* 尽职的
precise [priˈsais] *adj.* 严谨的
cautious [ˈkɔːʃəs] *adj.* 谨慎的
industrious [inˈdʌstriəs] *adj.* 兢兢业业的
serious [ˈsiəriəs] *adj.* 严肃的
considerate [kənˈsidərit] *adj.* 考虑周全的
self-disciplined [selfˈdisiplind] *adj.* 自律的

高频使用的短语

"动静"结合，活学活用

名词短语

个人品质 personal trait
不善言辞的人 poor talker
考虑周全的人 considerate person
好奇心强的人 curious person
最大的缺点 greatest shortcoming
社会活动 social activitiy
有野心的人 ambitious person
好的交谈者 good communicator
有创意的点子 creative idea
讨人喜欢的性格 delightful personality
友善的性格 pleasant disposition
日常生活 daily life
坦率的人 straightforward person
小缺陷 a minor flaw
巨大的压力 huge pressure
目标明确的人 goal-oriented person
攻击性的语言 offensive word

动词短语

遇到问题 face problems
提出 come up with
和……聊天 chat with
发脾气 throw a tantrum
失去机会 lose opportunity to do sth.
阻拦 hold back
承受压力 stress out
提高效率 promote efficiency
对……有价值 be valuable for
对……容忍 be tolerant to
坚持 stick to
减轻压力 relieve pressure
源于 spring from
下命令 give order
实施 carry out
收敛 abate pretensions
拐弯抹角 beat around the bush
与……不同 be different from
乐于 be willing to
对……犹豫 be hesitan tabout

副词短语

极其有争议 sharply divided
完全避免 avoid completely
容易受影响 easily affected
直截了当 straight to the point
完成一半 half done
故意避开 avoid deliberately
当机立断 act decisively

01 Step

询问别人性格：

What kind of person are you? 你是一个怎样的人？

- ☆ What kind of character do you think you have? 你认为自己是什么性格的人？
- ☆ What are your strengths and weaknesses? 你的性格优点和缺点是什么？
- ☆ What is your greatest character? 你最大的性格特点是什么？
- ☆ What is your personal trait? 你的个人特点是什么？

02 Step

表明性格外向：

I am always optimistic and energetic. 我总是很乐观，并且精力充沛。

- ☆ I have a delightful personality. 我有讨人喜欢的性格。
- ☆ I am quite active and sociable. 我很活跃并且好交际。
- ☆ I am an open-minded and straightforward person. 我是一个性格开朗，为人坦率的人。
- ☆ I have positive attitude and pleasant disposition. 我有积极的态度和友善的性格。

03 Step

表明性格优点：

I am diligent and industrious. 我是一个勤奋努力的人。

- ☆ I always come up with creative ideas. 我总是能想出有创意的点子。
- ☆ Though I am the only child in my family, I am actually quite independent.
  虽然我是家里唯一的孩子，但实际上我很独立。
- ☆ I am a curious person, is willing to learn new things.
  我是一个好奇心强的人，乐于学习新东西。
- ☆ I am enthusiastic and passionate in exploring new things. 我对于探索新事物充满热情。

04 Step

表明性格内向：

I think I am somewhat shy and quiet. 我觉得自己有些腼腆和安静。

- ☆ I am an introverted man. 我是一个性格内向的人。
- ☆ I blush every time I speak in public. 我每次在公开场合讲话都脸红。
- ☆ I talk little in public for lack of courage. 因为缺乏勇气，所以我在公开场合少言寡语。
- ☆ I am afraid I am a poor talker. 恐怕我是一个不善言辞的人。

05 Step

表明工作中的个人品质：

I always try my best to accomplish things that I am in charge of.
我总是尽自己最大努力完成我负责的事情。

- ☆ I don't like leaving things half done. 我不喜欢做事情做一半。
- ☆ I will stick to my principles when facing problems. 在遇到问题时，我会坚持我的原则。
- ☆ I am easy-going in daily life, but I am very serious when working.
  在日常生活中我很随意，但是工作时我很严肃。
- ☆ I have a sense of responsibility in working. 我在工作中有责任感。

06 Step 表明性格缺点：

I think my perfectionism is my greatest shortcoming.
我觉得完美主义是我最大的缺点。

- ☆ Procrastination springs from my laziness. 拖延源于我的懒惰。
- ☆ I am always easily affected by others. 我总是很容易被他人影响。
- ☆ I have a bad-tempered and tend to throw a tantrum for noreason.
  我脾气不好，经常无缘无故地发脾气。
- ☆ I am hesitant about giving orders or directing people. 对于下命令和指挥人，我总是显得犹豫不决。

07 Step 试图完善性格：

I need to take part in more social activities and spend more time with people. 我需要多参加一些社交活动，并且多与人接触。

- ☆ You should be tolerant to minor flaws. 你应该容忍小的缺陷。
- ☆ You can be bolder in carrying out this project. 在实施这个项目上，你可以再大胆一点。
- ☆ Trying to be an ambitious person. 试着成为有抱负的人。
- ☆ You need to abate pretensions by listening to others' opinions.
  你需要通过倾听别人的意见，使自己收敛一些。

08 Step 描述性格带来的影响：

I often put myself under huge pressure to make things perfect.
我经常为了使事情完美，把自己置于巨大的压力下。

- ☆ I am so straightforward sometimes that I may make my colleagues unhappy.
  有时我过于直接，会让我的同事不高兴。
- ☆ I am often stressed out due to my perfectionism. 由于我的完美主义，我经常感到压力。
- ☆ I lose opportunities because I can't act decisively. 因为我不能当机立断，所以我失去了很多机会。
- ☆ As I am a goal-oriented person, I plan my work carefully every day.
  我是一个目标明确的人，每天都非常认真地计划我的工作。

09 Step 询问性格在工作中的影响：

How does your character affect you at work?
在工作中，你的性格对你有什么影响？

- ☆ Does your personality have positive influence on your work? 你的性格对你的工作有积极影响吗？
- ☆ Does your personality hinder your working efficiency? 你的性格妨碍你的工作效率吗？
- ☆ Does your personality promote your working efficiency? 你的性格促进你的工作效率吗？

10 Step 性格与交流方式：

I don't like to beat around the bush. 我不喜欢拐弯抹角。

- ☆ I am easy-going, so I seldom use offensive words in communication.
  我很随和，所以在交流中我很少使用攻击性的语言。
- ☆ I would like to speak in a direct way. 我说话很直接。
- ☆ I am frank, I always speak straight to the point. 我很直白，说话直截了当。
- ☆ I am enthusiastic. 我很有热情。

1 介绍自己的外向性格

A: What kind of person are you?[1]

B: I am always optimistic and energetic.[2] So, I am quite talkative when working in a group.

A: OK. How do you get along with others whose characters are different from yours?

B: I will try to affect them with my pleasant characters. You know, emotions are contagious.

A: If I ask you to use one word to summarize your character, which one would you choose?

B: Cheerful, I think.

A: 你是一个怎样的人？

B: 我总是很乐观，并且精力充沛。所以我在团队工作中是一个健谈的人。

A: 那么，你怎么和跟你性格不同的人相处？

B: 我会试着用我友善的性格影响他们。你知道，感情是有传播性的。

A: 如果我要求你用一个词概括你的性格，你会选哪个？

B: 我觉得是“令人愉快”。

2 如何对待工作中的矛盾

A: Please say something about your characters.

B: OK. I am diligent and industrious.[3] I don't like leaving things half done.[5]

A: Will you fell unhappy when working with your colleagues?

B: Seldom.

A: What would you do if you and your colleagues are sharply divided on an issue?

B: If I am correct, I will stick to my principles when facing problems.[5]

A: Will you avoid dispute deliberately?

B: Dispute in work can't be avoided completely, but these disputes are just over issues and never become personal.

A: 请介绍一下你的性格。

B: 好的，我是一个勤奋努力的人。我不喜欢做事情做一半。

A: 当你跟你的同事一起工作的时候会感到不开心吗？

B: 几乎不会。

A: 如果你和同事就一个问题看法极其不统一，你会怎么做？

B: 如果我是对的，在遇到问题时，我会坚持我的原则。

A: 你会故意避开矛盾吗？

B: 在工作中，争议不可能完全避免。但是这些争议只限于问题，不会变成私人恩怨。

3 介绍自己的内向性格

A: Please say something about yourself.

B: I am Cathy from Beijing. I am a postgraduate student majoring in Biochemistry.

A: OK. How about your personality?

A: 请介绍一下你自己。

B: 我是来自北京的凯茜。我是一名生物化学专业的研究生。

A: 好的，你的性格如何？

B: I think I am somewhat shy and quiet.[4]
B: 我觉得自己有些腼腆和安静。

A: Why do you think so?
A: 为什么这么认为呢？

B: I blush every time I speak in public.[4]
B: 我每次在公开场合讲话都脸红。

A: Do you know how to overcome it?
A: 你知道如何克服吗？

B: Yes. I need to take part in more social activities and spend more time with people.[7]
B: 知道，我需要多参加一些社交活动，并且多与人接触。

4 介绍自己的性格缺点

A: What are your strengths and weaknesses?[1]
A: 你的性格优点和缺点是什么？

B: Hard working is my biggest strength. I always try my best to accomplish things that I am in charge of.[5]
B: 工作努力是我最大的优点。我总是尽自己最大努力完成我负责的事情。

A: What is your biggest drawback?
A: 你最大的缺点是什么？

B: I think my perfectionism is my greatest shortcoming.[6]
B: 我觉得完美主义是我最大的缺点。

A: What makes you think so?
A: 你为什么这样认为？

B: I often put myself under huge pressure to make things perfect.[8]
B: 我经常为了使事情完美，把自己置于巨大的压力下。

A: Do you procrastinate a task if you think it is not perfect?
A: 如果你认为工作不完美，会拖延吗？

B: Sometimes. But I also understand things are not always perfect.
B: 有时候会，但是我明白事情不总是完美的。

5 表明工作中的个人品质

A: Are you an extrovert or introvert?
A: 你是一个外向还是内向的人？

B: I think I'm rather outgoing, and I enjoy working with others.
B: 我认为自己很外向，我喜欢与别人一起工作。

A: Can you get along well with other group members?
A: 你能跟其他组员融洽相处吗？

B: Most of the time. But I am so straightforward sometimes that I may make my colleagues unhappy.[8]
B: 大多数时间可以，但是有时我过于直接，会让我的同事不高兴。

A: Do you mean you talk straight to the point?
A: 你是说你说话直截了当？

B: Yes, I don't like to beat around the bush.[10]
B: 是的，我不喜欢拐弯抹角。

A: I wouldn't call it a weakness. I would like to speak in a direct way.[10]
A: 我不认为这是缺点，我喜欢用一种直接的方式说话。

19 | 优点缺点

即翻即用的场景关键词

点滴积累，扫清障碍

优点 Advantages

amiable ['eimiəbl] *adj.* 亲切的
apprehensive [ˌæpri'hensiv] *adj.* 善于理解的
confident ['kɔnfidənt] *adj.* 自信的
candid ['kændid] *adj.* 率真的，公正的
conscientious [ˌkɔnʃi'enʃəs] *adj.* 认真的
dedicated ['dediˌkeitid] *adj.* 专注的
earnest ['ə:nist] *adj.* 诚心的，真挚的
humorous ['hju:mərəs] *adj.* 幽默的
inventive [in'ventiv] *adj.* 善于发明的
modest ['mɔdist] *adj.* 谦虚的
painstaking ['peinzˌteikiŋ] *adj.* 不辞辛苦的
punctual ['pʌŋktʃuəl] *adj.* 守时的
selfless ['selflis] *adj.* 无私的
tireless ['taiəlis] *adj.* 孜孜不倦的

缺点 Disadvantages

anxious ['æŋkʃəs] *adj.* 焦虑的
doubtful ['dautfəl] *adj.* 怀疑的
particular [pə'tikjulə] *adj.* 挑剔的
pessimistic [ˌpesi'mistik] *adj.* 悲观的
embarrassed [em'bærəst] *adj.* 尴尬的
ignorant ['ignərənt] *adj.* 无知的
jealous ['dʒeləs] *adj.* 嫉妒的
suspicious [sə'spiʃəs] *adj.* 多疑的
indifferent [in'difrənt] *adj.* 漠不关心的
blind [blaind] *adj.* 盲目的
sensitive ['sensətiv] *adj.* 敏感的
greedy ['gridi] *adj.* 贪婪的
deficient [di'fiʃənt] *adj.* 不足的
ashamed [ə'ʃeimd] *adj.* 难为情的

益处 Positive Effect

success [sək'ses] *n.* 成功
accomplishment [ə'kɔmpliʃmənt] *n.* 成就
achievement [ə'tʃi:vmənt] *n.* 成绩
attainment [ə'teinmənt] *n.* 造诣
fulfillment [ful'filmənt] *n.* 实现
profit ['prɔfit] *n.* 利润

坏处 Negative Effect

failure ['feiljə] *n.* 失败
loss [lɔs] *n.* 损失
defeat [di'fi:t] *n.* 挫败
breakdown ['breikdaun] *n.* 崩溃
predicament [ˌpri'dikəmənt] *n.* 窘境
distress [di'stres] *n.* 痛苦

高频使用的短语

"动静"结合，活学活用

名词短语

直接影响 direct influence
批判性分析 critical analysis
自我提高 a self improvement
理直气壮的争论 a straight-faced argument
思想和方法 ideology and methodology
举棋不定者 waver on determination
心不在焉 absence of mind
反对 objection to

动词短语

害怕 be afraid of
吸引……的注意力 take up the attention of
有助于 lend itself to
注意到 take notice of
持有……观点 be of the opinion
守信 keep faith with
习惯于 be in the habit of
想尽一切办法 go to any length
牢记某事 bear sth. in mind
放弃 part with sth.
缺席 be absent from
全神贯注于 be absorbed in
在于 lie in
忙于 occupy oneself with
齐头并进 keep pace with
喜欢 have a fancy for
干涉 interfere in
处境困难 be in a mess
充分利用 make the most of

介词短语

在……影响下 under the influence of sb./sth.
根据 in the light of sth.
就其本质而言 by nature
高于正常水平 above normal
在……在场的情况下 in the presence of sb.
故意地 on purpose
极其 in the extreme
面对 in the face of sb. /sth.
用……的形式 in the form of sth.
每隔一会儿 at intervals
在本质上 in itself
终于 after a long time
另行通知 until further notice
绝不 by no means
原则上 in principle
因此 with the result that
毫无疑问 on faith
有错 in the wrong
不知道 in ignorance of
终身 for life

场景中脱口而出的单句

实战口语，步步为营

01 Step 自述优点和缺点：

Admittedly, I may have both advantages and disadvantages in my work. 诚然，在工作中我既有优点也有缺点。

- ☆ Well, nobody's perfect, so I won't deny that I have my own shortcomings in despite of my advantages. 人无完人，所以我不否认即使我有很多优点，但依然有所不足。
- ☆ I got to be honest, there are both advantages and disadvantages of myself as a job applicant. 作为一个应聘者，诚实地讲，我既有优点也有缺点。
- ☆ I've got what it takes to obtain the job, yet there is no denying that I still have something to work on. 我能胜任这份工作，当然，有些地方也有待改进。

02 Step 优缺点对工作表现的影响：

The worker's advantages and disadvantages have a close relationship with his ideology and methodology on work.
员工的优缺点与他在工作中所持有的思想和方法有直接关系。

- ☆ The worker's choices of ideology and methodology on work are related to his advantages and disadvantages. 工作者所选择的工作思路和方法与他的优点和缺点密切相关。
- ☆ One's characteristics must have something to do with his working method. 一个人的性格肯定会影响他的工作方式。

03 Step 肯定优点对于工作的正面意义：

The advantage could be regarded as the motivation on work.
我们可以说优点是工作中的动力因素。

- ☆ The advantage is the motivation for work. 优点为工作提供动力。
- ☆ The advantage provides the motivation for work. 优点为工作提供动力。
- ☆ No one can deny that the advantage can motivate people to work. 没有人可以否认优点是工作的动力。

04 Step 询问优点：

Would you like to describe your advantages briefly?
你愿意简单介绍一下自己的优点吗？

- ☆ Would you like to introduce your advantages to me briefly? 你愿意简单介绍一下自己的优点吗？
- ☆ Would you like to give a brief introduction of your advantages to me? 你愿意简单介绍一下自己的优点吗？

05 Step 介绍自己的突出优点：

I think my biggest advantage is dependable. 我想我最大的优点是很可靠。

- ☆ I think my biggest advantage is about that I have high dependability. 我想我最大的优点是具有很强的可靠性。
- ☆ I'm reliable and that's my biggest advantage. 我很可靠，这是我最大的优点。

客观看待自身的缺点：

06 Step

I know it is hard for someone to confess his own disadvantages.
我知道对有的人来说承认自己的缺点是很困难的。

- ☆ I know a critical analysis of one's own disadvantages is hard.
  我知道对于一些人来说客观分析自己的缺点很困难。
- ☆ I know it is hard for someone to be critical about himself.
  我知道对于一些人来说批判地看待自己很困难。

介绍自己的缺点：

07 Step

I know an obvious disadvantage of mine is that I am indecisive sometimes. 我知道自己有一个很明显的缺点，就是时常会犹豫不决。

- ☆ I am a waver on determination sometimes. 我时常会举棋不定。
- ☆ Sometimes I just can't make a decision. 有时我拿不定主意。

询问如何将优点用于工作中：

08 Step

Do you have any idea about how to apply your advantages to work?
你如何在工作中利用你的优点？

- ☆ I wonder how you're going to make full use of your advantages in your work.
  我想知道你如何在工作中发挥优势。
- ☆ Could you please illustrate your plan of bringing your superiority into full play?
  能请你说明一下你计划如何将你的优点充分发挥出来吗？
- ☆ In what way can you transform your advantages into successful working practice?
  你如何能将优点转化为成功的工作实践呢？

肯定自己在工作中的优点：

09 Step

I am conscientious and inventive at work.
我知道自己在工作中表现认真并且具有创造力。

- ☆ I am always conscientious and inventive. 我总是很认真并且创造的。
- ☆ I am confident. 我很有自信。

在实际工作中自我提高：

10 Step

I think it's possible for me to continuously improve myself during work. 我认为在工作期间我依然可以提升自己。

- ☆ I regard a new job as nothing but a new start, where I can take my competences into a higher level. 我认为找到工作只是新的开始，我可以在工作中让自己更上一层楼。
- ☆ I believe that there is still room for me to improve my performance at work.
  我相信在工作中还有很多自我提升的空间。

1 工作者自述优点和缺点

A: So, I want to know more about you. How do you see yourself in this job?

A：我想多了解一下你本人。你是怎样看待你于这份工作的呢？

B: Well, I think I've got what it takes to obtain the job, yet there is no denying that I still have something to work on.[1]

B：嗯，我认为我能胜任这份工作，当然有些地方也有待改进。

A: It's very honest of you to say so. Can you make a further illustration?

A：你很诚实，你能进一步说明一下吗？

B: Sure. As you know, nobody's perfect, so I won't deny that I have my own shortcomings in spite of my advantages.[1] Yet I will see them corrected during my work.

B：当然。众所周知，人无完人，所以我不否认即使我有很多优点，但依然有所不足。然而，在未来的工作中，我一定会改正缺点的。

A: That's good. Let's move on to something more specific.

A：这样很好，让我们再详细地聊聊吧。

B: Of course.

B：好的。

2 介绍优点

A: Would you like to describe your advantages briefly?[4]

A：你愿意简单介绍一下自己的优点吗？

B: Fine. I think my biggest advantage is dependable.[5] No matter what project is assigned to me, I will try my best to accomplish it on time.

B：好的。我想我最大的优点是很可靠。无论有怎样的任务在身，我都可以竭尽所能准时完成。

A: So you are also good at overcoming difficulties.

A：所以你也很擅长克服困难。

B: Yes. I am always dynamic and staunch in my work. So I could defeat difficulties with my unique strength.

B：是的。我在工作中会保持灵活和坚强。所以我会用独特的力量击败困难。

A: I found that you are quite confident for your capabilities.

A：我发现你对自己的能力很有信心。

B: Yes, and confidence is another advantage of mine.

B：是的，自信是我的另一个优点。

3 介绍缺点

A: It is time for us to talk about your disadvantages.
A：现在我们该谈谈你的缺点了。

B: Fine.
B：好的。

A: Do you understand yourself well enough? I know it is hard for someone to confess their own disadvantages.[6]
A：你是否足够了解你自己呢？我知道对有的人来说承认自己的缺点是很困难的。

B: I think I am objective about my capabilities and personalities. I know an obvious disadvantage of mine is that I am indecisive sometimes.[7]
B：我认为我对于自己的能力和品质是很客观的。我知道自己有一个很明显的缺点就是时常会犹豫不决。

A: Do you mean you always doubt about yourself?
A：你是说你经常怀疑自己吗？

B: No. I am just a little bit anxious about making decisions.
B：不是。我只是对于作决定感到焦虑。

A: Is it serious?
A：严重吗？

B: Not at all. I am trying to change that.
B：一点也不严重。我正在尝试改变。

4 讨论如何在工作中发扬优点

A: Now that I have an initial idea of your capability, I hope you can talk about how you are going to make full use of your advantages in your work.[8]
A：我已经大概了解了你的能力，我希望现在你能说说你将怎样在工作中发挥这些优势。

B: Sure thing. First of all, I believe that my creativity will bring a refreshing change to the job. Furthermore, my sense of humor is going to exert positive effects in teamwork.
B：当然。首先，我相信我的创造力能为这份工作带来一些新鲜的改变。另外，在团队工作中，我的幽默感也将发挥积极的作用。

A: Great. And could you please illustrate your plan of bringing your superiority into full play?[8]
A：很好。那你能具体说说你计划怎样将你的这些优点充分发挥出来吗？

B: I intend to make a detailed plan that covers all the ideas and inspirations I came up with, and take the result into a complete project after cross-comparison.
B：我打算制定一个涵盖我各种灵感和点子的详细工作计划，然后在进行交叉比较之后汇总为一份完整的项目。

A: Impressive. I think I get my answer. Let's move on to the next part.
A：我很欣赏这个计划，我想我已经得到我要的答案了，咱们来继续聊下一个话题。

B: Okay.
B：好的。

20 | 职业理想

即翻即用的场景关键词

点滴积累，扫清障碍

目标 Goal

objective [əb'dʒektiv] *n.* 目标
aim [eim] *n.* 目标
ultimate ['ʌltimit] *adj.* 最终的
long-term ['lɔ:ŋ'tə:m] *adj.* 长期的
short-term ['ʃɔ:t'tə:m] *adj.* 短期的
orientation [ˌɔ:riən'teiʃən] *n.* 方向
temporary ['tempərəri] *adj.* 暂时的

动机 Motivation

motivation [ˌməuti'veiʃən] *n.* 动机
intention [in'tenʃən] *n.* 意图
impose [im'pəuz] *v.* 强加
inclination [ˌinklə'neiʃən] *n.* 意向
ambition [æm'biʃən] *n.* 志向
actuate ['æktjueit] *v.* 驱使
push [puʃ] *v.* 推动
induce [in'dju:s] *v.* 引诱

期望 Expectation

expectation [ˌekspek'teiʃən] *n.* 期待
outlook ['autluk] *n.* 展望
vision ['viʒən] *n.* 想象
future ['fju:tʃə] *n.* 未来
anticipate [æn'tisipeit] *v.* 预期
expectancy [iks'pektənsi] *n.* 期待
predict [pri'dikt] *v.* 预测
fantasy ['fæntəsi] *n.* 幻想

规划 Plan

blueprint ['blu:ˌprint] *n.* 蓝图
ideal [ai'diəl] *adj.* 理想的
practical ['præktikəl] *adj.* 切合实际的
real [riəl] *adj.* 现实的
scheme [ski:m] *n.* 方案
proposal [prə'pəuzəl] *n.* 提议
concrete ['kɔŋkri:t] *adj.* 具体的
overall ['əuvərɔ:l] *adj.* 全部的

理想职位 Ideal Position

supervisor ['su:pəvaizə] *n.* 主管
manager ['mænidʒə] *n.* 经理
president ['prezidənt] *n.* 总裁
superintendent [ˌsju:pərin'tendənt] *n.* 监管人
captain ['kæptin] *n.* 机长
chief [tʃi:f] *n.* 首席
headmaster ['hed'mɑ:stə] *n.* 校长
chairman ['tʃɛəmən] *n.* 董事长

高频使用的短语

"动静"结合，活学活用

名词短语

近期目标 recent goal
职业目标 career goal
短期目标 short-term goal
管理岗位 management position
专业的工作 specialized work
出口贸易 exports trade
继续深造 further study
高薪酬 high salary
基层岗位 staff-level position
行政管理经验 administrative experience
未来计划 future plan
长久的工作 permanent job
长期目标 long-term objective
更高的职位 higher position
管理层 management level

动词短语

积累经验 accumulate experience
作计划 make plan
达成某人的目标 accomplish one's goal
和……一起 stay with
运用某人的知识 apply one's knowledge
符合要求 meet the requirement
提供机会 provide an opportunity
期待 look forward to sth.
对……胜任 be qualified for sb. /sth.
对……重要 be important for sb. /sth.
实现某人的目标 achieve one's goal
获得经验 gain experience
进入 move into
取决于 depend on
进步 make advancement
了解 know about
保持稳定 remain stable
对……满意 be satisfied with sth.
对……为时过早 be premature for sth.

其他短语

为何 how so
一点点地 bit by bit
只要 as long as
未来 in the future
尽可能多 as much as possible
飞速 by leaps and bounds
一步步地 step by step
在……领域 in the field of
从零开始 from scratch
自下而上 bottom up

01 Step 询问职业目标：

Could you tell me some of your recent goals?
你能告诉我你的近期目标吗？

- ☆ Where do you want to be in 5 years? 在 5 年内你希望做到什么位置？
- ☆ Could you tell me your future plans? 你能告诉我你今后的计划吗？
- ☆ Do you have any long-term objectives? 你有长期目标吗？
- ☆ What are your short-term goals? 你的短期目标是什么？

02 Step 询问如何实现目标：

How to achieve this goal? 怎么实现这个目标呢？

- ☆ How do you plan to accomplish this goal? 你计划怎么实现这个目标呢？
- ☆ What would you do to achieve this goal? 为了实现这个目标你会怎么做呢？
- ☆ What's your plan to accomplish this goal? 你准备怎样实现这个目标？
- ☆ Could you specify how your aims will be achieved? 你能具体说明怎么样实现你的目标吗？

03 Step 介绍自己的工作计划：

I am going to put my knowledge into practice by doing a challenging job. 我会通过做一个有挑战性的工作，把我的知识运用在实践中。

- ☆ I believe I can fully demonstrate my ability and talents in your company.
  我相信我能在贵公司充分展示自己的能力和才华。
- ☆ I wish to have an opportunity to apply my knowledge here. 我希望在这里我能有机会运用我的知识。
- ☆ I will collect information and use my analytical skills for this job.
  对于这个工作，我会收集信息，并且施展我的分析技能。
- ☆ This job provides an opportunity for me to use what I have learnt at university.
  这个工作给我提供了一个学以致用的机会。

04 Step 说明实现职业目标的态度：

I just want to work step by step. 我会一步一步地踏实工作。

- ☆ I will realize my career goal bit by bit. 我会一点点地实现我的职业目标。
- ☆ I will definitely do everything for further study. 我绝对会为继续深造做任何事情。
- ☆ I will learn the business from the bottom up. 我会从头学习业务。
- ☆ I don't mind starting from scratch. 我不介意从零开始。

05 Step 询问计划工作的时间：

If you are hired, how long will you stay with us?
如果你被录用了，你会在我们公司干多久？

- ☆ If you are employed, how long do you plan to stay with us?
  如果你被录用了，你会在我们公司干多久？
- ☆ How long would you like to stay in this company? 你愿意在这个公司干多久？
- ☆ Do you change jobs frequently? 你经常换工作吗？
- ☆ What's your frequency of job hopping? 你跳槽的频率是多少？

06 Step 询问行业的未来发展：

What do you think about this industry? 你怎么看这个行业？

- ☆ What do you think of this industry's outlook in 5 years? 你认为这个行业 5 年内的前景如何？
- ☆ What will be the mainstream of this industry's development in 5 years?
  这个行业 5 年内的发展主流会是什么？
- ☆ Will this industry become more prosperous than at present? 这个行业以后会比现在更兴旺吗？

07 Step 展望行业的发展：

I think it will develop rapidly in 10 years. 我觉得它会在 10 年内飞速发展。

- ☆ I believe this industry has great potentials, and it will develop by leaps and bounds.
  我相信这个行业有很大潜力，会飞速发展。
- ☆ This industry will continue to expand rapidly. 这个行业会继续迅速发展。
- ☆ The development of this industry will remain stable. 这个行业的发展会保持稳定。
- ☆ I think the trade will rise steadily. 我认为贸易量会稳步上升。

08 Step 表达自己职业规划中看重的因素：

I think the most important thing is the opportunity of self-improvement. 我认为最重要的是自我完善的机会。

- ☆ The most important thing for me is to learn and develop my skills as much as possible.
  对我而言，最重要的是尽可能多地学习并发展我的技能。
- ☆ I think the most important is one's the interest in the job. 我认为最重要的是对工作的乐趣。
- ☆ The main attraction of a job is the high salary. 一份工作最吸引人的地方是薪酬高。
- ☆ To get a job in my field is very important for me. 对我来说，在我的领域内找到一份工作很重要。

09 Step 询问对工作的期待：

What's your expectation for our firm? 你对我们公司有什么期待？

- ☆ What is the most important thing you concern about in a job? 在工作中你最关注的事情是什么？
- ☆ What is the most important issue that you care about in a job? 在工作中你最在意的事情是什么？

10 Step 介绍自己的职业目标：

I wish to move up to a higher position in the future.
我希望在未来能晋升到更高的职位。

- ☆ I want to move up to the management level. 我希望能晋升到管理层。
- ☆ I seek a position with dynamic atmosphere and room of promotion.
  我向往的职位拥有积极向上的工作氛围和升职的空间。
- ☆ I aspire to a position that embraces my growth and digs up my potential.
  我期望我的工作能鼓励我的成长并让我充分发挥潜力。

1 介绍自己的近期计划

A: Mr. Edward, are you a goal-oriented person?
A：爱德华先生，你是一个目标明确的人吗？

B: Yes, I am. I always make a plan before doing things.
B：是的，我是。我在干事情前总是作计划。

A: Could you tell me some of your recent goals? [1]
A：你能告诉我你的近期目标吗？

B: I am going to put my knowledge into practice by doing a challenging job. [3]
B：我会通过做一个有挑战性的工作把我的知识运用在实践中。

A: How to achieve this goal? [2]
A：怎么实现这个目标呢？

B: I just want to work step by step. [4]
B：我会一步一步地踏实工作。

A: That's good. Do you mind working from a staff-level position?
A：很好。你介意从员工岗位做起吗？

B: Not at all. I'd like to accumulate more experience in this position.
B：完全不介意。我愿意在这个职位上积累更多的经验。

2 介绍长期目标

A: What do you think is most important when choosing a job?
A：你认为选择工作时最重要的是什么？

B: Having an explicit career goal is crucial, I think.
B：我认为，有一个明确的职业目标至关重要。

A: Where do you want to be in 5 years?[1]
A：在 5 年内你希望做到什么位置？

B: I want to gain administrative experience for more specialized work.
B：我想为更专业的工作获得一些行政管理经验。

A: What's your plan to accomplish this goal?[2]
A：你计划怎么实现这个目标呢？

B: I will definitely do everything for further study. [4]
B：我绝对会为继续深造做任何事情。

A: Do you think you can do a good job in a staff-level position?
A：你觉得在基层岗位能做好吗？

B: Currently, I think staff position suits me. But if the company is satisfied with my work, I would like to consider another position, like management.
B：目前，我觉得基层岗位适合我。但是如果公司对我的工作满意，我愿意考虑其他职位，比如管理。

3 表明在公司工作的时间

A: If you are hired, how long will you stay with us?[5]
A：如果你被录用了，你会在我们公司干多久？

B: To be frank, it doesn't solely depend on me.
B：说实话，这不仅仅取决于我。

A: How so?
A：为什么这么说？

B: It depends on whether I suit the company or the company suits me.
B：这取决于我是否适合公司，公司是否适合我。

A: Do you change jobs frequently?
A：你经常换工作吗？

B: No, I really want to get a permanent job. I won't quit as long as I can wield my knowledge.
B：不，我确实想获得一份长久的工作。只要我能运用我的知识，我是不会辞职的。

A: OK. What do you think about this industry?[6]
A：好的，你怎么看这个行业？

B: Well, I think it will develop rapidly in 10 years.[7]
B：嗯，我觉得它会在十年内飞速发展。

4 不愿意正面回答职业理想

A: What do you think is the most important thing when looking for a job?
A：你认为，在求职中最重要的事情是什么？

B: I think the most important thing is the opportunity of self-improvement.[8]
B：我认为最重要的是自我完善的机会。

A: Could you tell me your future plans?[1]
A：你能告诉我你今后的计划吗？

B: It would be premature for me to predict this.
B：对我来说，预测这个还为时过早。

A: OK. Why do you want to work for us?
A：好吧。为什么你想为我们工作呢？

B: I believe I can fully demonstrate my ability and talents in your company.[3]
B：我相信我能在贵公司充分展示自己的能力和才华。

A: Why should we hire you?
A：为什么我们要聘用你？

B: My major and work experience make me qualified for this position.
B：我的专业和工作经验都使我有能力胜任这个职位。

5 介绍对企业的了解

A: So, why do you choose our company, anyway?
A：那么，话说回来，你为什么选择来我们公司呢？

B: For the remarkable reputation, of course. And I've noticed that your company always provides a friendly working environment and promising opportunities of personal development.
B：当然是因为贵公司首屈一指的声誉。而且我深知贵公司一直以来都向员工提供友好的工作环境和远大的发展前景。

A: And how do you see our company in ten years?
A：那你觉得在 10 年内，我们公司的前景如何呢？

B: Firstly, I believe this industry has great potentials, and it will develop by leaps and bounds.[7] As for your company, it has been and still will be the undisputed leader in the field in the next decade.
B：首先，我相信这个行业有很大潜力，会飞速发展。至于贵公司，它一直以来都是、而且在接下来的 10 年里也一直将会是这一领域的领头羊。

A: Can you name anything that the company needs to improve?
A：你能列举一些这个公司仍需要改进的不足之处吗？

B: I haven't found any.
B：我还没发现。

搞笑履历

面试人员给一位前来应征的男士一张履历表，于是他就填了这样的信息：

姓名：English or Chinese (英文的还是中文的？)

年龄：Confidential（这是私人问题）

身高：Not related to the job（这跟工作有关系么？）

体重：Varies all the time before lunch or after（饭前饭后都不同）

居住地：At what stage of my life please be more specific（什么时候的？请说具体点）

电话：Ericsson（爱立信手机）

电子邮件：Only give to pretty and rich girls（只留给漂亮和富有的女孩）

上班时间：The shorter the better（越短越好）

应征职位：A position that has not much to do but surround by pretty and young girls（找一个不做什么实事，但能被美女包围的职位）

学历：Graduated at the wild chicken university（毕业于野鸡大学）

语言能力：Fluent in bullshits（侃大山是专长）

兴趣：Sleeping and sleeping（睡得天昏地暗）

经历：Fooling around all the time（游戏人生）

曾任职位：Decent or not decent please be more specific（体面的还是不体面的?请说具体点）

已婚未婚：Still looking for a rich and beautiful girl hopefully can find in your company（我正在寻找漂亮又富有的女孩，希望在你们公司能找到）

未来期望：Have a speech on stage and retire as soon as possible（只负责主席台讲话，并且希望尽早退休）

希望待遇：Lesser workload the better（工作量越小越好）

Chapter

4

工作信息

21 薪酬问题
22 住宿问题
23 保险问题
24 奖金问题
25 加班问题
26 工作时间
27 合同问题
28 假期问题
29 出差问题
30 培训问题
31 进修机会
32 其他福利

21 | 薪酬问题

即翻即用的场景关键词

点滴积累，扫清障碍

工资 Salary

wage [weidʒ] *n.* 工资，报酬
salary ['sæləri] *n.* 薪金，薪水
pay [pei] *n.* 工资
remuneration [riˌmju:nə'reiʃən] *n.* 报酬
paycheck ['peitʃek] *n.* 薪水支票，工资
emolument [i'məljumənt] *n.* 薪资，报酬

支出 Expenses

deduct [di'dʌkt] *v.* 扣除
tax [tæks] *n.* 税
fund [fʌnd] *n.* 基金，储备
pension ['penʃən] *n.* 养老金
charity ['tʃæriti] *n.* 慈善基金
unpaid [ʌn'peid] *adj.* 无薪的
penalty ['penəlti] *n.* 罚款，罚金
decrease [di'kri:s] *v.* 减少，降低

五险一金 Insurance and Housing Fund

insurance [in' ʃuərəns] *n.* 保险
endowment [in'daumənt] *n.* 养老金
housing ['hauziŋ] *n.* 房屋
medical ['medikəl] *adj.* 医疗的
unemployment [ˌʌnim'plɔimənt] *n.* 失业
maternity [mə'tə:niti] *n.* 产妇

收入 Income

gross [grəus] *n.* 总额
commission [kə'miʃən] *n.* 佣金
piece [pi:s] *n.* 计件工资
bonus ['bəunəs] *n.* 奖金
earning ['ə:niŋ] *n.* 收入
allowance [ə'lauəns] *n.* 津贴
premium ['pri:miəm] *n.* 红利
raise [reiz] *n.* 加薪
net [net] *n.* 净工资
fund [fʌnd] *n.* 基金
windfall ['windfɔ:l] *n.* 外快
payroll ['peirəul] *n.* 工资表

影响因素 Influencing Factors

performance [pə'fɔ:məns] *n.* 表现
promotion [prə'məuʃən] *n.* 升职
leave [li:v] *n.* 请假
overtime ['əuvətaim] *n.* 加班
attendance [ə'tendəns] *n.* 出勤
probation [prə'beiʃən] *n.* 试用期
internship ['intə:nʃip] *n.* 实习期
default [di'fɔ:lt] *n.* 违约

高频使用的短语

"动静"结合，活学活用

名词短语

工资支票 pay check
工资周期 pay period
直接存款 direct deposit
扣薪 dock pay
加薪 salary raise
加班费 overtime pay
绩效工资 merit pay
税前薪水 before-tax salary
住房公积金 housing fund
失业保险 unemployment insurance
工伤保险 employment injury insurance
工资存根 pay stub
工资标准 pay rate
年薪 annual pension
差旅费 traveling allowance
年终奖 year-end bonus
试用人员 probation staff
解雇费 severance pay
税后净薪 after-tax salary
养老保险 endowment insurance
医疗保险 medical insurance
生育保险 maternity insurance

动词短语

期望做某事 expect to do sth.
以……开始 start at…
负责 in charge of
关于 regard to sth.
不介意，没关系 be OK with
为某人提供某物 provide sb. with sth.
给……公平的薪资 make a fair offer
以……开始 begin with sth. / doing
愿意做…… be willing to do
满意于 be satisfied with
从……中扣除 deduct from sth.
满意于 be pleased with

介词短语

现在，目前 at present
除……之外 in addition to sth.
至多 at (the) best
通常 in general
在实际中，实际上 in practice
无论如何，至少 at any rate
根据 according to sth.
平均 on average
至少 at least
代替 in place of
与……成比例 in proportion to
总而言之 in sum

场景中脱口而出的单句

实战口语，步步为营

01 Step 目前的薪水：

What is your salary now? 你现在的薪水是多少？

- ☆ How much do you earn now? 你现在挣多少？
- ☆ How much does your current job pay you? 你现在的薪水是多少？
- ☆ What is your salary at present? 你现在的薪水是多少？

02 Step 询问期望薪水：

What are your salary expectations? 你期望的薪水是多少？

- ☆ What's your expected salary? 你期望的薪水是多少？
- ☆ What are your expectations of your salary? 你期望的薪水是多少？
- ☆ How much do you expect to earn? 你希望挣多少？
- ☆ How much do you ask for your salary? 你对工资的要求是多少钱？

03 Step 表明个人态度：

I think you'll find I'm worth that. 我想你们会发现我是值得拿这个薪水的。

- ☆ I think salary is closely related to the responsibilities of the job.
  我觉得工资是与工作的责任紧密相关的。
- ☆ I expect to be paid according to my abilities. 我希望能根据我的能力支付薪资。
- ☆ You'll see that I'm worth my salary. 你会看到我值得拿这个薪水。

04 Step 要求公平待遇：

I am sure you will make me a fair offer. 我相信你会给我一个公平的薪资。

- ☆ I am sure you will make me a fair shake. 我相信你会给我一个公平的待遇。
- ☆ I hope you can make me a fair offer. 我希望你会给我一个公平的薪资。
- ☆ I expect you to make me a fair offer. 我期望你会给我一个公平的薪资。

05 Step 明确薪资要求：

With my experience, I'd like to start at 4, 000 yuan per month.
以我的经验，我希望起薪是每月 4000 元。

- ☆ I'd like to begin with 4, 000 yuan per month. 我希望开始时每个月能拿到 4000 元。
- ☆ Hopefully, 120, 000 yuan per year. 希望是每年 12 万元。
- ☆ I ask for 200, 000 yuan a year as a starting salary. 我要求一开始的年薪为 20 万元。

06 Step 对薪水表示不满：

That's a little less than I expected. 这比我期望的少一些。

- ☆ I think I deserve more than you offered. 我觉得我值得拿更高的薪水。
- ☆ That's less than my present salary. 这比我现在的工资还少。
- ☆ I think I'm worth more than that. 我觉得我值得拿更高的薪水。

07 Step

企业提出薪资待遇：

We can offer you 110, 000 yuan a year. 我们每年能支付你 11 万元。

- ☆ How do you feel about an annual salary of 100, 000 yuan plus bonus?
  你认为每年 10 万元外加奖金如何？
- ☆ We can only offer you 110, 000 yuan a year. Raises will be given according to your performance.
  我们只能每年支付你 11 万元，根据你的表现我们会为你加薪的。
- ☆ 100, 000 yuan a year is the salary we will offer you. 我们将给你年薪 10 万的待遇。

08 Step

询问试用期：

How long is my probation? 我的试用期多长？

- ☆ When will my probation end? 我的试用期什么时候结束？
- ☆ How long does the probation period take? 我的试用期多长？
- ☆ How long does the probation will be? 我的试用期多长？

09 Step

试用期待遇：

During the probation period you are on half pay.
试用期期间你只能拿到工资的一半。

- ☆ Raises will be given after a three-month probation according to your performance.
  三个月的试用期后根据你的表现我们会为你加薪的。
- ☆ We can only pay you half of the standard salary during your probation.
  在试用期内，我们只能支付你标准工资的一半。
- ☆ I must remind you that you won't be on full pay during your probation.
  我必须要提醒你，在试用期你是不能拿全额工资的。

10 Step

不介意薪水问题：

I am willing to work on a trial basis for a small salary for several months, if necessary. 在试用期内，本人愿意薪水低一点。

- ☆ I am quite willing to start at a small salary. 起薪少一点，本人并不计较。
- ☆ Regard to the salary, I'll leave it to you to decide after you have seen the work I do.
  关于薪水，请考验本人的工作后再作定夺。
- ☆ I'm sure that you will give me the right amount after the probation.
  我相信试用期结束后你们会给我合适的薪水的。

11 Step

询问是否满意：

Is that satisfactory? 这样你满意吗？

- ☆ Are you satisfied with this? 这样你满意吗？
- ☆ Are you pleased with this? 这样你满意吗？
- ☆ Is that to the satisfaction of you? 这样你满意吗？

12 Step

表示满意：

It's quite reasonable. 我很满意。

- ☆ I'm quite satisfied. 我很满意。
- ☆ I'm very pleased. 我很满意。
- ☆ That's quite fair. 十分公平。

1 询问薪酬期望

A: What is your salary now?[1]
A：你现在的薪水是多少？

B: My present pay is 100,000 yuan per year.
B：每年 10 万元。

A: What are your salary expectations?[2]
A：你期望的薪水是多少？

B: I like to be paid more than that. Hopefully, 120,000 yuan per year.
B：我希望能比原来的多一些，希望是每年 12 万元。

A: That's a little more than we planned.
A：这比我们原来计划的多一些。

B: I think you'll find I'm worth that.[3]
B：我想你们会发现我是值得拿这个薪水的。

A: We can only offer you 110,000 yuan a year. Raises will be given according to your performance. Is that satisfactory?
A：我们只能每年支付你 11 万元，根据你的表现我们会为你加薪的，这样你满意吗？

B: Yes, it is quite reasonable.[12]
B：是的，我很满意。

2 提出自己的薪资期望

A: How much do you ask for your salary?
A：你对工资的要求是多少钱？

B: I am sure you will make me a fair offer.[4]
B：我相信你会给我一个公平的薪资。

A: I think there has to be a figure in your mind.
A：我想，在你心里一定有一个数字。

B: Honestly, with my experience, I'd like to start at 4,000 yuan per month.[5]
B：说实话，以我的经验，我希望起薪是每月 4000 元。

A: That's a little bit more than we planned.
A：这跟我们预期的工资相比有点多。

B: I think you'll find I'm worth that.
B：我想你们会发现我是值得拿这个薪水的。

A: OK. But during your probation, you're only on half pay.
A：好吧。但是在试用期你只能拿一半的工资。

B: I'm OK with that.
B：没关系。

3 不满意薪资待遇

A: Good afternoon, Mr. Wu.
A：下午好，吴先生。

B: Good afternoon, Mr. Brown.
B：下午好，布朗先生。

A: I have read your resume and I think you are just the man we want.
A：我看了你的简历，我认为你就是我们要找的人。

B: Thank you, that is really great news for me.
B：谢谢，这对我来说真是个好消息。

A: We can offer you 110,000 yuan a year.[7]
A：我们每年能支付你 11 万元。

B: That's a little less than I expected.[6]
B：这比我期望的少一些。

A: If you are hired, you are in charge of the design of toys so that they can meet the needs of the market.

A：如果你被录用，你将负责符合玩具设计工作，使其满足市场要求。

B: I know it is a crucial position, but I can do it well. So I'm asking for 200,000 yuan a year.

B：这是一个非常重要的职位，但我能做好，所以我要求的年薪为20万元。

A: OK.

A：好吧。

4 试用期待遇

A: Let's talk about your probation.

A：咱们来谈谈你的试用期吧。

B: OK. How much will I get paid during my probation?

B：好的，我试用期的报酬是多少呢？

A: During the probation period you are on half pay.[9]

A：试用期间你只能拿到工资的一半。

B: I am willing to work on a trial basis for a small salary for several months, if necessary.[10]

B：试用期内，本人愿意薪水低一点。

A: Raises will be given after your probation according to your performance.

A：试用期后根据你的表现我们会为你加薪的。

B: I got it.

B：我知道了。

A: Do you have any question?

A：你还有什么问题吗？

B: How long is my probation?[8]

B：我的试用期多长？

A: Three months.

A：三个月。

B: OK. When can I start my work?

B：好的。我什么时候能开始工作？

A: Next Monday.

A：下周一开始。

B: That's fine. Thank you very much.

B：好的，非常感谢。

5 是否对薪酬满意

A: What's your expected salary?

A：你希望的薪酬是多少？

B: I expect to be paid according to my abilities.

B：我希望根据我的能力支付薪酬。

A: An annual salary of 100,000 yuan plus bonus. Is that satisfactory?[11]

A：每年10万元外加奖金。你满意吗？

B: That's a little less than I expected. But to me, the most important thing is the job.

B：这比我期望的少一些，但对我来说，最重要的是这个工作。

A: That sounds very reasonable.

A：这样听起来很合理。

B: By the way, how long is my probation?

B：顺便问一下，我的试用期多长？

A: Generally it is six months and during this period you are half-paid.

A：一般来说是六个月，这段期间你只能拿到工资的一半。

B: I got it, and when can I start my work?

B：我知道了，我什么时候能开始上班？

A: At whatever time you like.

A：什么时候都可以。

B: I'll get it started in a week.

B：我会在一周内就职。

A: That would be great. Anything else you want to know?

A：那再好不过了。还有什么问题要问吗？

B: No, nothing. Thank you very much.

B：没有了，非常感谢。

22 | 住宿问题

即翻即用的场景关键词

点滴积累，扫清障碍

住宿 Accommodation

accommodation [ə,kɔmə'deiʃən] *n.* 住处
hostel ['hɔstəl] *n.* 招待所
dormitory ['dɔ:mitəri] *n.* 集体宿舍
staff quarters 职工宿舍
residence ['rezidəns] *n.* 住宅
flat [flæt] *n.* 公寓套房
unit building 单元楼
agent ['eidʒənt] *n.* 中介
tenement ['tenimənt] *n.* 公寓

布局 Layout

separate room 单间
double room 双人间
living room 起居室
lobby ['lɔbi] *n.* 大厅
corridor ['kɔridɔ:] *n.* 走廊
washroom ['wɔʃrum] *n.* 盥洗室
bedroom ['bedrum] *n.* 卧室
wallpaper ['wɔ:l,peipə] *n.* 墙纸
luxurious [lʌg'ʒuəriəs] *adj.* 豪华的
layout ['leiaut] *n.* 布局

费用 Fee

rent [rent] *n.* 房租
bill [bil] *n.* 账单
charge [tʃɑ:dʒ] *n.* 费用
electricity [i,lek'trisiti] *n.* 电
coal gas 煤气
heating ['hi:tiŋ] *n.* 供暖
expense [ik'spens] *n.* 开支
account [ə'kaunt] *n.* 账户
payment ['peimənt] *n.* 支付
disbursement [dis'bə:smənt] *n.* 支出

周边 Surroundings

facility [fə'siliti] *n.* 设施
apparatus [,æpə'reitəs] *n.* 器械
entertainment [,entə'teinmənt] *n.* 娱乐
convenient [kən'vi:niənt] *adj.* 方便的
traffic ['træfik] *n.* 交通
subway ['sʌbwei] *n.* 地铁
canteen [kæn'ti:n] *n.* 食堂
security [si'kjuəriti] *n.* 安全
property ['prɔpəti] *n.* 物业
sound-proof ['saund'pru:f] *adj.* 隔音的

高频使用的短语

"动静"结合，活学活用

名词短语

申请表 application form
住宿安排 accommodation arrangement
通风的房间 airy room
热水 hot water
生活费 living expense
居住环境 living surroundings
购物中心 shopping mall
房屋中介 housing agent
卫生条件 sanitary condition
优雅的环境 elegant environment
便利的交通 convenient transportation
新人 new arrival
免费 free of charge
公司网站 company website
夜班 night shift
独立盥洗室 a separate bathroom
电费 electricity fee
合适的地方 suitable place
运动器材 exercise facilitiy
运动场 sports yard
上下铺 bunk bed
布局合理 rational layout
上好的地理位置 prime location
电力 electricity power
二手房 secondhand house

动词短语

提供住宿 provide accommodations
与……一起生活 live with sb.
由……组成 consist of sth.
出租公寓 rent an apartment
与……共享 share with sb.
填写 fill in
到达 arrive at
收费 charge for sth.
搬家 move house
熟悉的 be familiar with sb. / sth.

副词短语

遥远 far away
更糟的是 what is worse
离……多远 how far

介词短语

步行 on foot
准备齐全 in readiness
在邻近地区 in the neighborhood
每月 per month
在社区 in the community
代表 on behalf of

场景中脱口而出的单句

实战口语，步步为营

01 Step 询问是否提供住宿：

Does your company provide accommodation for staff?
贵公司为员工提供住宿吗？

- ☆ Do you have any accommodation arrangements for employees? 你们为员工安排住宿吗？
- ☆ Do you offer accommodation for those new arrivals? 你们给那些新人提供住宿吗？
- ☆ Are there any dormitories provided for the employees? 有为员工提供的宿舍吗？

02 Step 询问住宿条件：

Does the dormitory have a separated bathroom?
宿舍有独立的盥洗室吗？

- ☆ Does the dormitory have an air conditioner and a television? 宿舍有空调和电视吗？
- ☆ How many people share one dormitory? 几个人一间宿舍？
- ☆ Is this room sound-proof? 这个房间隔音吗？
- ☆ Can I have a single room? 我能有一个单人间吗？

03 Step 介绍住宿条件：

Private bathrooms and 24-hour hot water are provided.
我们提供独立的盥洗室和 24 小时的热水。

- ☆ We only provide double rooms with separated washrooms. 我们只提供带独立盥洗室的双人间。
- ☆ You have to share a room with other colleagues. 你只能与其他同事共住一个房间。
- ☆ We have hotel accommodation with breakfast service. 我们提供酒店式住宿和早餐服务。

04 Step 询问宿舍与单位的距离：

Is it far away from the company? 那儿离公司远吗？

- ☆ Is the dormitory near our company? 宿舍离我们公司近吗？
- ☆ What is the distance between the dormitory and the company? 宿舍与公司之间距离是多少？
- ☆ How far is the distance from the dormitory to the company? 从宿舍到公司的距离是多远？
- ☆ How long will it take from the dormitory to the company? 从宿舍到公司要多长时间？

05 Step 询问住宿费用：

How much should I pay per month? 我每个月要付多少钱？

- ☆ How much do you charge for accommodation? 你们收取多少住宿费用？
- ☆ What are the charges in this dormitory? 这间宿舍住宿费是多少？
- ☆ What is the price of accommodation? 住宿的费用是多少？

06 Step 说明住宿费用：

It is free of charge as our welfare, but you should pay water and electricity fees. 作为福利，我们是不收房费的，但是你要支付水电费。

- ☆ There is no accommodation fee. 没有住宿费。
- ☆ You don't have to pay for your accommodation. 你不需要支付住宿费。
- ☆ You only need to pay half of the expenses. 你只需支付一半开销。
- ☆ Our company will pay the accommodation fee on behalf of you. 我们公司给你代缴住宿费。

07 Step 询问住宿环境：

How about the living surroundings? 住宿环境怎么样呢？

- ☆ How about the living environment of your staff quarters? 你们职工宿舍的环境如何？
- ☆ Do all the staff live in the same neighborhood? 所有的员工都住在同一个地方吗？
- ☆ What are the living conditions of your staff housing? 你的职工宿舍环境怎么样？
- ☆ Are there security men in the community? 社区有保安吗？

08 Step 介绍住宿环境：

Your living area consists of restaurants and sports yard with exercise facilities. 你们的居住区有餐厅和配备运动器材的运动场。

- ☆ This living area has rational layout with entertainment facilities.
  这个居住区域布局合理，娱乐设施齐全。
- ☆ Water and electricity power is sufficient and infrastructures are complete.
  水电供应充足，基础设施齐全。
- ☆ Our guesthouse has elegant environment and convenient transportation.
  我们的招待所有优雅的环境和便利的交通。

09 Step 对提供的住宿不满意：

I don't want to share a room with others. 我不愿意跟别人合住。

- ☆ I am not satisfied with the accommodation provided by the company.
  我对公司提供的住宿环境不满意。
- ☆ I don't have private space living in a dormitory. 在宿舍住，我没有私人空间。
- ☆ The sanitary condition of a dormitory is terrible. 宿舍的卫生条件极差。
- ☆ This apartment is not sound-proof. 这个公寓不隔音。

10 Step 自己解决住宿问题：

You can contact the local housing agent, it may provide you with a lot of information.
你可以与当地的房屋中介联系，他们会为你提供大量的信息。

- ☆ I decide to search for a house near the company. 我决定在公司附近找房子。
- ☆ I will collect rent information through Internet. 我要通过互联网收集租房信息。
- ☆ I will find a less expensive place to live. 我会找一处更便宜的地方住。
- ☆ I am going to purchase a secondhand house near my company. 我要在公司附近买二手房。

1 询问住宿问题

A: Jack, do you have any other question?
A：杰克，你还有其他问题吗？

B: Yes. Does your company provide accommodation for staff?[1]
B：有，贵公司为员工提供住宿吗？

A: Well, we provide staff quarters for those who live far away from our company.
A：是的，我们为那些住得离我们公司远的员工提供职工宿舍。

B: That's fantastic. You know, I am not a local, so I am not familiar with the surroundings.
B：太棒了。你知道，我不是本地人，所以我对周围的环境不是很熟悉。

A: In that case, you can apply for a dormitory.
A：这样的话，你可以申请宿舍。

B: Thank you, where can I get the application form?
B：谢谢，我在哪儿能拿到申请表？

A: You can download it directly from our company website.
A：你可以直接从我们公司的网站下载。

2 询问住宿条件

A: Any questions?
A：还有什么问题吗？

B: Yes, I just want to ask if you have any accommodation arrangements for us.
B：是的，我想问一下，你们为我们安排住宿吗？

A: As this position needs night shift, we arrange dormitories for staff.
A：因为这个职位需要值夜班，所以我们为员工安排宿舍。

B: How many people share one dormitory?[2]
B：几个人一间宿舍？

A: Six people in a large airy room.
A：六个人在一个通风的大房间。

B: Does the dormitory have separated bathroom?[2]
B：宿舍有独立的盥洗室吗？

A: Yes, private bathrooms and 24-hour hot water are provided.[3]
A：有，我们提供独立的盥洗室和24小时的热水。

B: Sounds good. Thank you.
B：听起来不错，谢谢。

3 询问住宿价格

A: Is your home far away from our company?
A：你家离我们公司远吗？

B: Not far from here, but the traffic is not very convenient.
B：离这儿不远，但是交通不是很方便。

A: You can also live with other staff in the house provided. It only takes you 3 minutes to arrive at our company on foot.
A：你可以和其他员工一起住我们提供的宿舍。步行三分钟就能到达公司。

B: How much should I pay per month?[5]

B：我每个月要付多少钱？

A: It is free of charge as our welfare, but you should pay water and electricity fees.[6]

A：作为福利，我们是不收房费的，但是你要支付水电费。

B: It sounds reasonable. Can I have a single room?

B：听起来不错，我能住单间吗？

A: Currently, we only provide double room with separated washroom.[3]

A：目前我们只提供带独立盥洗室的双人间。

B: I will think about it.

B：我会考虑一下的。

4 住宿及周边环境

A: My biggest concern is about accommodation, I haven't found a suitable place to stay at.

A：我最大的顾虑是住宿，我还没有找到一个合适的地方住。

B: Don't worry, we have specific rooms to accomadate staff.

B：不用担心，我们有特定的员工住所。

A: Really? Is it far away from the company?[4]

A：真的？那儿离公司远吗？

B: The traffic is very convenient. We also provide shuttle bus service for free.

B：交通十分方便。我们也免费提供班车。

A: That's very nice. How about the living surroundings?[7]

A：太好了。住宿环境怎么样呢？

B: Your living area consists of restaurants and sports yard with exercise facilities.[8] It's also near a shopping mall.

B：你们的居住区有餐厅和配备运动器材的运动场。离购物中心也很近。

A: How much do you charge for accommodation?[5]

A：你们收取多少住宿费用？

B: You only need to pay half of the bill.

B：你只需要支付一半的账单。

A: How about the other half? Is it included in my salary?

A：那另一半怎么办呢？它是包含在我的薪水里吗？

B: No. If you join us, we will offer you 1,2000 yuan, not including housing.

B：不是，如果你加入我们，我们给你一万二的薪水，不包括住宿费。

A: Fantastic. Thank you for your information.

A：太棒了，谢谢你告诉我这些。

B: You are welcome.

B：不客气。

23 保险问题

即翻即用的场景关键词

点滴积累，扫清障碍

相关资金 Related Fund

value ['vælju] *n.* 价值
annuity [ə'nju:iti] *n.* 年金，养老金
cash [kæʃ] *n.* 现金
excess ['ekses] *n.* 超出额
interest ['intrist] *n.* 利润
insurance [in'ʃuərəns] *n.* 保险
sum [sʌm] *n.* 总额
charge [tʃɑ:dʒ] *n.* 费用
benefit ['benifɪt] *n.* 津贴
allowance [ə'lauəns] *n.* 补贴

相关人员 Related Personnel

beneficiary [ˌbenə'fiʃəri] *n.* 受益人
customer ['kʌstəmə] *n.* 顾客，客户
intermediary [ˌintə'midiəri] *n.* 中间人
juvenile ['dʒu:vənail] *n.* 青少年
adjuster [ə'dʒʌstə] *n.* 调停者
party ['pɑ:ti] *n.* 当事人
underwriter ['ʌndəraitə] *n.* 担保人
employer [im'plɔiə] *n.* 雇主
employee [ˌimplɔi'i:] *n.* 雇员
consulter [kən'sʌltə] *n.* 咨询者

保障 Insure

protect [prə'tekt] *v.* 保护
secure [si'kjuə] *v.* 保护安全
guard [gɑ:d] *v.* 守卫
safeguard ['seifgɑ:d] *v.* 防护
defend [di'fend] *v.* 防守
preserve [pri'zə:v] *v.* 保存
ensure [in'ʃuə] *v.* 确保
guarantee [ˌgærən'ti:] *v.* 担保
warrant ['wɔrənt] *v.* 保证
indemnification [inˌdemnəfi'keiʃən] *n.* 保障，赔偿

其他相关词汇 Other Words

risk [risk] *n.* 危险
condition [kən'diʃən] *n.* 条件
indemnity [in'demniti] *n.* 赔偿
maturity [mə'tjuəriti] *n.* 期满
policy ['pɔləsi] *n.* 保单
liability [ˌlaiə'biliti] *n.* 责任
breakage ['breikidʒ] *n.* 破坏
damage ['dæmidʒ] *n.* 损害
strike [straik] *n.* 罢工

高频使用的短语

"动静"结合，活学活用

名词短语

保险政策 insurance policy
户口本 household registration book
严重破坏 heavy damage
社会保险 social insurance
工程保险 engineering insurance
营业费用 operating expenses /cost
投保须知 insurance instruction
足额保险价值 full insurance value
医疗保险 medical insurance
个人财产保险 personal property insurance
固定费用 standing charge

动词短语

支付 pay for
习惯于做…… be accustomed to doing
用（钱）买 buy sth. for
察觉 be conscious of
应付，处理 cope with
依靠 rely on
由于 be due to sth.
有……过错 be guilty of
包括 be included in
忙于做某事 be busy doing sth.
能够 be capable of
面对 be brought face to face with
坚持 persist in
去除 do away with
以……结尾 end up with
停止 come to a halt

介词短语

不同类型 in different types
与……一致 in accord with sth.
以……为条件 on condition that
在某人方便时 at one's convenience
本质上 in nature
不受责备 beyond reproach
发生……时 in the event of
尽情地 to one's heart's content
自愿的 of one's own accord
生来 by birth
在考虑中 under consideration
准时；及早 in good time
良好的状态 in good repair
混乱 in disorder
从表面看来 on the face of it
实际上 as a matter of fact

01 Step 询问公司的保险政策：

I would like to know about the insurance policy.
我想了解一下保险政策。

☆ I would like to obtain more information about the insurance policy.
我想了解一下有关保险政策的更多信息。

☆ More information about the insurance policy will be appreciated.
我很需要有关保险政策的更多信息。

02 Step 介绍公司的保险政策：

This company provides all the normal types of insurance for employees. 本公司为员工提供所有常规保险。

☆ As any other company, we provide all of the normal insurance for employees.
和其他公司一样，这家公司为员工提供所有常规保险。

03 Step 询问公司的保险类型：

May I know the different types of insurance that the company provides for the employee?
我想知道这家公司为员工提供哪几种不同类型的保险。

☆ May I know what types of insurance are provided by the company?
我想知道这家公司提供哪几种类型的保险？

☆ May I know the different insurance provided by the company for the employee?
我想知道这家公司为员工提供哪几种不同的保险？

04 Step 根据不同情况调整保险政策：

Other insurance depends on the specific situation of the employee.
其他保险项目要根据员工的不同情况而定。

☆ We have varied insurance solutions due to different employees.
我们根据不同员工有着不同的保险政策。

☆ Some insurance projects are merely offered to specific employees.
一些保险项目只提供给特定的员工。

☆ Your insurance is in accordance with your future position.
你的保险将视你未来具体的职位而定。

05 Step 介绍特殊保险：

We have another special kind of insurance for architects.
我们为建筑师提供一种特殊的保险。

☆ We have another special kind of insurance for the formal architect in our company.
我们为公司中的正式建筑师提供一种特殊的保险。

☆ We put up another special kind of insurance for the formal architect in our company.
我们为公司中的正式建筑师提供一种特殊的保险。

06 step

询问保险的承担份额：

How much shall I afford for my insurance?

我要承担保险金额中的多少呢？

- ☆ How much shall I pay for my insurance? 我要支付多少保险里呢？
- ☆ What is the percentage that I shall afford for my insurance? 我要为我的保险承担多少份额？

07 step

保险缴纳方式：

The charge will be deducted from your salary.

保险费用会从你的工资中扣除。

- ☆ The money for the insurance will be charged from your salary. 保险费用会从你的工资中扣除。
- ☆ The money for the insurance will be included in your salary. 保险费用包含在你的工资中。
- ☆ Your salary includes the charge for the insurance. 你的工资包括保险费用。

08 step

了解保险政策的途径：

The company provides brochures for you to know more about the insurance. 公司提供的手册可以让你对保险政策有更多的了解。

- ☆ You can find further information about our insurance project from the related handbook.
  你可以通过相关手册了解关于保险项目的详情。
- ☆ More details about the insurance are available on our website.
  我们的网站上有更多关于保险问题的详细介绍。
- ☆ Please refer to our hotline if you have any questions about the insurance.
  如果你对保险有任何问题，欢迎致电公司热线。

09 step

询问参保文件：

How about the documents that I should prepare for the insurance?

我需要为参保准备什么文件呢？

- ☆ What documents should I prepare for the insurance? 我要为参保准备什么文件吗？
- ☆ What documents should be prepared for the insurance? 我要为了参保准备什么文件吗？
- ☆ What documents are required for the insurance? 参保需要什么文件吗？

10 step

提出疑问：

I am confused about the household registration book.

对于户口本我有些疑问。

- ☆ I have some questions about the household registration book. 对于户口本我有些疑问。
- ☆ I would like to ask more questions about the household registration book.
  对于户口本我有些问题想问。

1 询问公司的保险政策

A: What else do you want to know about the company's policy?

A：你还想了解公司的什么政策呢？

B: I would like to know about the insurance policy.[1]

B：我想了解一下保险政策。

A: Of course. This is quite important.

A：当然。这很重要。

B: I just graduated from university. So I do not know much about the insurance policy for any position in a company.

B：我刚刚从大学毕业。所以我不太了解在公司就职后的保险政策。

A: Don't worry. This company provides all the normal types of insurance for employees.[2] If you are employed by our company, we will have a senior worker help you get through the business.

A：不必担心。这家公司为员工提供所有常规保险。如果你被我们公司录用，我们会让老员工帮助你处理这些事务。

B: Great! Thank you for your information.

B：非常好！谢谢你的信息。

2 询问公司的保险类型

A: What do you want to know about the insurance policy?

A：关于保险政策，你有什么想了解的吗？

B: May I know the different types of insurance that the company provides for the employee?[3]

B：我想知道这家公司为员工提供哪几种保险？

A: There are three main types of insurance for our staff, the medical care insurance, the endowment insurance and the unemployment insurance.

A：我们主要为员工提供三种保险，医疗保险、养老保险和失业保险。

B: OK.

B：好的。

A: Other insurance depends on the specific situation of the employee.[4]

A：其他保险项目要根据员工的不同情况而定。

B: I see.

B：我知道了。

3 询问参保资质

A: What does it take to be an eligible staff member insured in your company?

A：我需要什么条件才能在贵公司参保呢？

B: First of all, you have to pass the probation period and become a regular employee. And as for the medical insurance, you have to show a related medical certificate.

B：首先，你需要先通过试用期并成为我们的正式员工。至于医疗保险，你还要出具相关的健康证明。

A: I see. And how much does the medical insurance cover?

A：我知道了。那医疗保险能够报销多少呢？

B: It covers 80% of your medical expenses. Do you have any other questions?

B：能报销医疗费用的 80%。你还有其他问题吗？

A: I think I'm clear so far.

A：目前没有了。

B: Good. More details about the insurance are available on our website.[8]

B：那就好。我们的网站上有更多关于保险的详细介绍。

4 询问保险的缴纳

A: Could you please tell me how much shall I pay for my insurance?[6]

A：请问我需要支付多少保险金呢？

B: You only have to pay for 10% of the premium, and the company will pay for the rest.

B：你只用支付保险金的 10%，公司会承担其余的部分。

A: One more question, do I have to pay the premium separately?

A：还有一个问题，我需要单独支付这笔保险金吗？

B: There is no need. The charge will be deducted from your salary.[7]

B：没有这个必要，保险费用会从你的工资中扣除的。

A: Got it. Thank you.

A：知道了，谢谢你。

B: You are welcome.

B：不客气。

5 参保证件

A: Do you have any other question?

A：你还有其他问题吗？

B: How about the documents that I should prepare for the insurance?[9]

B：我需要为参保准备什么文件呢？

A: They are the normal documents, such as ID card, household registration book and health certification.

A：都是一些一般性的文件，如身份证、户口本和健康证明。

B: Most of them are easy to apply. But I am confused about the household registration book.[10]

B：多数都很容易提供。但是对于户口本我有些疑问。

A: Why?

A：为什么？

B: I was born in another city and my household registration book is in that city too. I cannot apply the original one to the company.

B：我在另一个城市出生，我的户口本也在那里。我没有办法向公司提交原件。

A: That is fine. You can apply the copy of it as well.

A：没关系。你可以提供复印件。

24 | 奖金问题

即翻即用的场景关键词

点滴积累，扫清障碍

奖金 Bonus

bonus ['bəunəs] *n.* 奖金
premium ['pri:miəm] *n.* 额外工资
prix [pri:] *n.* 奖金，价格
hatmoney ['hætmʌni] *n.* 奖金
incentive [in'sentiv] *n.* 鼓励
award [ə'wɔ:d] *n.* 奖金
extra ['ekstrə] *adj.* 额外的
dividend ['dividend] *n.* 分红
share [ʃɛə] *n.* 份额
kickback ['kikˌbæk] *n.* 回扣

类型 Type

monthly ['mʌnθli] *n.* 每月的
quarterly ['kwɔ:təli] *a.* 季度的
annual ['ænjuəl] *adj.* 年度的
holiday ['hɔlədei] *n.* 假日
profit ['prɔfit] *n.* 利润
outstanding [ˌaut'stændiŋ] *adj.* 突出的
contribution [ˌkɔntri'bju:ʃən] *n.* 贡献
achievement [ə'tʃi:vmənt] *n.* 成就
project ['prɔdʒekt] *n.* 项目

分配 Distribution

distribute [di'stribju:t] *v.* 分配
allocate ['æləkeit] *v.* 分配
grant [grɑ:nt] *v.* 授予
impart [im'pɑ:t] *v.* 给予
repay [ri:'pei] *v.* 答谢
acknowledge [ək'nɔlidʒ] *v.* 报偿
personal ['pə:sənəl] *adj.* 个人的
performance [pə'fɔ:məns] *n.* 业绩
material [mə'tiəriəl] *n.* 物质的
average ['ævəridʒ] *adj.* 平均的

范围 Range

payroll ['peirəul] *n.* 在职人员名单
trial ['traiəl] *n.* 试用期
permanent ['pə:mənənt] *n.* 固定的
recruit [ri'kru:t] *n.* 新成员
seniority ['si:n'jɔ:riti] *n.* 工龄
grade [greid] *n.* 级别
entire [in'taiə] *adj.* 全体的
partial ['pɑ:ʃəl] *adj.* 部分的；

高频使用的短语

"动静"结合，活学活用

名词短语

月度奖金 monthly bonus
年度奖金 annual bonus
固定员工 permanent staff
奖金制度 bonus system
试用期 probationary period
奖励政策 incentive policy
特殊贡献 special contribution
工作表现 work performance
优秀发明 excellent invention
市场总监 marketing director
上市公司 listed company
季度分红 quarterly dividend
国有企业 state-owned company
奖金支出 bonus payment
物质奖金 material bonus
竞争性的奖金 competitive bonus
现金股利 cash dividends
科研项目 scientific project
额外奖金 extra bonus
礼品卡 gift card
研发部门 research and development department

动词短语

努力工作 work hard
授予奖金 grant bonus
为……做贡献 make contribution to sth.
受到欢迎 enjoy popularity
设立 set up
存在于……中 consist in doing
与……连接 link to sth.
与……依靠 tie to
符合 comform to sth.

形容词短语

等同于 equivalent to sth.
缺席 absent from sth.
在……流行 prevalent among sb. / sth.
等于 equal to sth.

副词短语

每年 each year
绝对正确 absolutely true
即使 even if
突然，同时 all at once

介词短语

在在职人员名单上 on the payroll
在……之外 out of sth.
现在 at present
除了……之外 except for sth. / sb.
在试用期期间 in trial period
每股 per share
以……形式 in the form of sth.
在年底 at the end of the year
整一年 in a whole year

场景中脱口而出的单句

实战口语，步步为营

01 Step 询问是否有奖金：

Does your company have any bonuses? 贵公司有奖金吗？

- ☆ Can I have bonuses in trial period? 在试用期期间有奖金吗？
- ☆ Does your company have an incentive policy? 贵公司有激励政策吗？
- ☆ Do you have any kind of bonuses? 你们有奖金吗？

02 Step 询问奖金发放形式：

What kind of bonus is it? 是什么样的奖金呢？

- ☆ Is the bonus part of the salary? 奖金是工资的一部分吗？
- ☆ Does the bonus include cash dividends or stock dividends? 奖金包括现金股利或股票股利吗？

03 Step 介绍奖金发放范围：

We offer monthly bonus to employees on the payroll.
我们为所有在职的员工提供月度奖金。

- ☆ Our bonuses are only for permanent staff. 我们的奖金只给固定员工。
- ☆ A year-end bonus is only for those who have worked in a whole year.
  年终奖只对那些工作满一年的员工发放。
- ☆ There is no bonus in the three-month probation. 在三个月试用期里没有奖金。
- ☆ Employees who are frequent absent from work have no bonus. 经常旷工的员工没有奖金。

04 Step 说明奖金的计算：

It is 30% of your basic salary plus a certain amount of commission from your sales. 奖金是你30%的基本工资加上一定的销售提成。

- ☆ We grant you a quarterly bonus equivalent to 15% of your annual salary.
  我们提供相当于你年薪15%的季度奖金。
- ☆ Your monthly bonus is equal to 15% of your basic salary.
  你的月度奖金等于你基本工资的15%。
- ☆ Your bonus is linked to your productivity. 你的奖金与工作完成量挂钩。
- ☆ The bonuses of top executives are often tied to stock prices.
  公司高层的奖金是和股价紧密联系的。

05 Step 询问奖金数额：

May I ask how much the bonus is? 我能问一下奖金是多少吗？

- ☆ How much year-end bonus can I get? 你能拿到多少年终奖？
- ☆ How much can I get for special contribution? 特殊贡献奖有多少钱？
- ☆ What is the dividend per share? 每股分红多少？
- ☆ What dividend can I receive? 我能得到多少红利？

介绍奖金发放标准：

06 Step

Money awards will be given to those who have made special contributions to the company. 对公司有特殊贡献的员工会有奖金。

- ☆ We also set up bonuses for great invention and work performance.
  我们也为优秀发明和优秀工作表现设立了奖金。
- ☆ Employees who make outstanding contributions to the company will be rewarded.
  那些为公司发展作出杰出贡献的员工应该被奖励。
- ☆ One's outstanding work performance will be recognized by the company by giving an extra bonus. 公司以额外的奖金表彰一个人在工作中的杰出表现。
- ☆ Special bonuses are provided for scientific projects. 公司为科研项目提供特殊的奖金。

说明奖金发放形式：

07 Step

We are a listed company, so we run a profit-sharing scheme.
因为我们是一家上市公司，所以我们实行分红制。

- ☆ As a state-owned company, we don't provide any bonus except for three Chinese festivals. 作为国有企业，我们除了三节奖金，不提供其他奖金。
- ☆ Bonuses are not given in the form of money this time. 这次奖金不以钱的形式发放。
- ☆ Bonuses will be given in the form of gift card. 奖金以礼品卡的形式发放。
- ☆ We give you 50,000 bonus all at once. 我们一次给你五万元的奖金。

红利的分配：

08 Step

Our quarterly dividends are big. 我们的季度分红数额很大。

- ☆ Our company has less money to distribute as dividends. 我们公司只能拿出较少的钱来分配红利。
- ☆ The distribution of profits is very flexible. 利润的分配很有弹性。
- ☆ Distribution to shareholders may be in the form of a dividend.
  对于股东可以用红利的形式分配。
- ☆ Shareholders will earn 2% of the stock bonus. 股东可以赚取 2% 的股票分红。

实物奖金：

09 Step

Every employee gets an iPhone 5 as a reward.
每个员工都得到一部 iPhone 5 手机作为奖励。

- ☆ Material rewarding is prevalent among enterprises nowadays. 如今，物质奖励在企业间很流行。
- ☆ Bonuses range from cash to products. 资金形式有现金也有产品。
- ☆ Cell phones, laptops and other electronic products often serve as a kind of bonus.
  手机、笔记本电脑和其他电子产品经常作为奖金的形式发放。

说明奖金的作用：

10 Step

Bonuses stimulate people to work harder. 奖金能激励人们更努力地工作。

- ☆ A bonus acts as a stimulus to employees. 奖金对员工起到促进作用。
- ☆ A bonus is a confirmation of one's work performance. 奖金是对一个人工作表现的肯定。

1 询问企业奖金

A: What is your expected salary?
A：你期望的薪水是多少？

B: I am asking for 4,000 yuan a month as a starting salary.
B：我要求起薪每月四千元。

A: OK. We can offer you 4,000 yuan plus bonus.
A：好的，我们可以每月给你四千元，外加奖金。

B: That's a little out of my expectation. What kind of bonus is it?[2]
B：这有点出乎意料。你们提供什么样的奖金呢？

A: We offer monthly bonus to employees on the payroll.[3]
A：我们为所有在职的员工提供月度奖金。

B: May I ask how much the bonus is?[5]
B：我能问一下奖金是多少吗？

A: It is 30% of your basic salary plus a certain amount of commission from your sales.[4]
A：奖金是你 30% 的基本工资加上一定的销售提成。

2 试用期奖金

A: How about your salary at present?
A：你现在的薪水怎么样？

B: I am paid 120,000 yuan each year.
B：我年薪 12 万元。

A: If you join us, we can offer more than this. How about 200,000 yuan?
A：如果你加入我们，我们可以支付更多。20 万元怎么样？

B: Well, you are very generous. Does your company have any bonuses?[1]
B：嗯，你们非常慷慨。贵公司有奖金吗？

A: Of course. But we have a different bonus system. We grant you quarterly bonus equivalent to 15% of your annual salary.[4]
A：当然了，但是我们的奖金制度与其他公司不同。我们授予你相当于你年薪 15% 的年度奖金。

B: That's good. Can I have bonus in trial period?[1]
B：很好，在试用期有奖金吗？

A: No. Our bonuses are only for permanent staff.[3] But after a three-month probationary period, you will be confirmed in your position.
A：没有，我们的奖金只给固定员工。但是，在三个月的试用期后，你就会获准正式任职。

3 介绍企业特殊贡献奖

A: Could you tell me the incentive policy of your company?
A：你能告诉我你们公司的奖励政策吗？

B: At the end of the year, money awards will be given to those who have made special contributions to the company.[6]

B：在年底，对公司有特殊贡献的员工会有奖金。

A: How do you define "special contribution"?

A：你们是怎么定义"特殊贡献"的？

B: For example, you are in the Research and Development Department. If you can develop new products that enjoy popularity in the market, you will be awarded.

B：比如，你在研发部门。如果你能研发出受到市场欢迎的产品，你就会得到奖励。

A: How much can I get for special contribution?[5]

A：特殊贡献奖有多少钱？

B: Around 35,000 yuan.

B：三万五千元左右。

4 企业利润分红

A: Mr. Steve, we urgently need a brilliant marketing director like you. Don't hesitate to ask questions if you have any.

A：史蒂夫先生，我们急需您这样出色的市场总监。如果有任何问题，尽管问。

B: It is the bonus that I care about most.

B：我最关心奖金问题。

A: You know, we are a listed company, so we run a profit-sharing scheme.[7]

A：您知道，我们是一家上市公司，所以我们实行分红制。

B: What is the dividend per share?[5]

B：每股分红多少？

A: Currently, we remain 50% of the earnings.

A：目前，我们维持在盈利的50%。

B: It is less than what I expected.

B：这比我预计的少。

A: But our quarterly dividends are big.[8]

A：但是我们的季度分红数额很大。

5 介绍节日奖金

A: What is your monthly salary now?

A：你现在的月收入是多少？

B: I get 5,000 yuan per month.

B：我每月工资五千元。

A: I will be glad if you can join us, but I won't pay you that much.

A：如果你能加入我们，我很高兴，但是我付不了你那么多钱。

B: I don't mind being paid less if I have a stable job. Do you have any kind of bonus?[1]

B：如果能找到稳定的工作，我不介意薪水少一些。你们有奖金吗？

A: Actually, as a state-owned company, we don't provide any bonus except for three Chinese festivals.[7]

A：实际上，作为国有企业，我们除了三节奖金，不提供其他奖金。

B: What are the three festivals?

B：哪三个节日呢？

A: Namely Spring Festival, Dragon Boat Festival and Mid-autumn Festival. We give you 2,000 yuan for each festival.

A：分别是春节、端午节和中秋节。我们每个节日给你两千元。

B: Thank you.

B：谢谢。

25 | 加班问题

即翻即用的场景关键词

点滴积累，扫清障碍

办公室事宜 Office Matters

appointment [ə'pɔintmənt] *n.* 约会
calendar ['kælində] *n.* 日历
schedule ['ʃedju:l] *n.* 日程表
task [tɑ:sk] *n.* 工作，任务
bulletin ['bulitin] *n.* 公告栏
memo ['meməu] *n.* 备忘录
portfolio [pɔ:tf'əuli:ˌəu] *n.* 文件夹
shorthand ['ʃɔ:thænd] *n.* 速记
xerox ['ziərɔks] *n.* 复印

人事管理 Personnel Management

amateur ['æmətə] *n.* 业余爱好者
candidate ['kændidit] *n.* 候选人
coordinate [kəu'ɔ:dinit] *v.* 使协调
deadline ['dedlain] *n.* 截止日期
expertise ['ekspə'ti:z] *n.* 专业知识
interview ['intəvju:] *n.* 面试
novice ['nɔvis] *n.* 新手
personnel [ˌpə:sə'nel] *n.* 全体员工
resign [ri'zain] *v.* 辞职

业务拓展 Business Development

amplify ['æmplifai] *v.* 扩张
cutback ['kʌtˌbæk] *n.* 缩减
enterprise ['entəpraiz] *n.* 企业
franchise ['fræn'tʃaiz] *n.* 经销权
monopoly [mə'nɔpəli] *n.* 垄断
proposition [ˌprɔpə'ziʃən] *n.* 提案
subsidiary [səb'sidiəri] *n.* 子公司
fund [fʌnd] *n.* 基金
holding ['həuldiŋ] *n.* 所有财产
remuneration [riˌmju:nə'reiʃən] *n.* 报酬

商务会议及谈判 Business Meeting and Negotiation

amendment [ə'mendmənt] *n.* 修正
brainstorm ['breinˌstɔ:m] *n.* 头脑风暴
convention [kən'venʃən] *n.* 会议
reconcile ['rekənsail] *v.* 调停
settlement ['setlmənt] *n.* 结算
agenda [ə'dʒendə] *n.* 日程
facility [fə'siliti] *n.* 设备
procedure [prə'si:dʒə] *n.* 过程
instruct [in'strʌkt] *v.* 指导，命令
exceed [ik'si:d] *v.* 超过

高频使用的短语

"动静"结合，活学活用

名词短语

额外工时 extra hour
时差 time difference
公众假期 public holiday
营销部 marketing department
客户名单 client list
个人电脑 personal computer
袖珍计算器 pocket calculator
电话簿 telephone directory
日日夜夜 day and night
额外轮班 extra shift
额外工资 extra salary
客户服务 customer service
股票市场 stock market
很多 a bunch of
女勤杂员 office girl
规划文件 planning document
可粘便笺 adhesive note

动词短语

处理 deal with
退出 back out of
旁听，出席 sit in on
忙于做某事 be busy with sth.
胜过，超过 get ahead
订个协议 make a deal
使某人做某事 cause sb. to do sth.
插嘴 cut in
收集数据 collect statistics
想出 come up with
首先 begin with
充分利用 make the best of
按时做某事 be due to do sth.
服从于 be obedient to sb. /sth.
集中精力做某事 center on sth.
急需 cry out for

介词短语

按时 on time
照常 as usual
轮班制 on duty by turns
流传 in the air
相继地 one after another
要不是 but for
过时的 out of date
在……的边缘 at the edge of
截止日期前 before the deadline
紧急情况 in emergency
24 小时不停地 around the clock
总计 in all
像……一样 as…as
不久以后 by and by
脱离危险 out of danger

01 Step

询问是否需要加班：

Do I need to work overtime? 我需要加班吗？

☆ Do I need to work for extra hours? 我需要加班吗？
☆ I would like to know if I have to work overtime. 我想知道我是否需要加班。

02 Step

需要加班的职位：

But I should tell you that sometimes you have to work overtime as an Internet engineer.
但是我必须说明，作为一名网络工程师，有时你必须加班。

☆ As an Internet engineer overtime is inevitable. 作为一名网络工程师，加班不可避免。
☆ Overtime is on the routine for an Internet engineer. 作为一名网络工程师，加班是工作的一部分。

03 Step

需要加班的主观原因：

If you cannot finish the project on time, you have to work for extra hours. 如果你不能按时完成工作，你就要加班。

☆ If you cannot finish the project on time, you have to work overtime.
如果你不能按时完成工作，你就要加班了。
☆ If you cannot finish the project before the deadline, you have to work overtime.
如果你不能在截止日期前完成工作，你就要加班了。

04 Step

需要加班的客观原因：

We have to confront the time difference between these two continents. 我们必须要面对这两个大陆之间的时差问题。

☆ We have to deal with the time difference. 我们必须要解决时差问题。
☆ The time difference should be overcome. 时差问题必须被克服。

05 Step

介绍加班时的工作内容：

You should use these extra hours to meet and negotiate with the American companies. 你需要利用这些额外时间来与美国公司开会和谈判。

☆ You should work overtime to meet and negotiate with the American companies.
你需要利用加班时间来与美国公司开会和谈判。
☆ You should meet and negotiate with the American companies on the extra shift.
你需要利用加班时间来与美国公司开会和谈判。

06 Step

询问面试者是否能够接受加班：

Could you accept working overtime sometimes? 你能接受偶尔加班吗？

☆ Could you accept overtime once in a while? 你能接受偶尔的加班工作吗？
☆ Is overtime acceptable to you? 加班对于你来说是可以接受的吗？

07 Step 询问是否有加班补贴：

I would like to know if I have any payment for the overtime.
但是我想知道我能不能得到加班补贴？

- ☆ I would like to know whether I am paid for the overtime. 我想知道我能不能得到加班补贴？
- ☆ Can I get any payment for the overtime? 加班有补贴吗？

08 Step 阐明可以得到加班补贴的情况：

If the project is assigned to you in emergency by the company, you will get an extra pay.
如果工作是公司紧急指派给你的，你就可以得到额外的工资。

- ☆ If the project is assigned to you in emergency by the company, you would get the payment for the overtime. 如果工作是公司紧急指派给你的，你就可以得到加班补贴。
- ☆ If the project is assigned to you in emergency, the extra salary would be provided for working overtime. 如果工作是公司紧急指派给你的，你就可以得到加班补贴。

09 Step 公众假日加班补贴：

You will get double or triple pay for working on public holidays.
公众假期加班可以得到双薪或三薪。

- ☆ Double or triple salary will be offered for working on public holidays due to different local laws and regulations. 根据不同的当地法律法规，在公众假期加班会发放双倍或三倍薪酬。
- ☆ Can I get double or triple pay for working on public holidays? 公众假期加班我能拿双薪或三薪吗？
- ☆ We usually reimburse our employees and double or triple their pay for working on public holidays. 在公众假期中，我们通常会给加班的员工提供补贴，支付双倍或三倍薪酬。

10 Step 统计加班时长：

Every month the Human Resources Department will count the extra working hours for each staff.
每个月人力资源部都会为每一名员工统计加班时长。

- ☆ Every month the Human Resources Department will collect statistics about the extra working hours for each staff. 每个月人力资源部都会为每一名员工统计加班时长。

11 Step 加班时的基础设施保障：

When you are working for extra hours, you could use all the facilities in your office as usual.
当你加班时，你可以照常使用办公室里的一切设施。

- ☆ You have the right to use all of the facilities in your office as usual.
  你可以照常使用你办公室里的一切设施。
- ☆ All of the facilities in your office could be used as usual. 你办公室里的一切设施都可以照常使用。

12 Step 解释不能加班的理由：

If you cannot work overtime at the company's suggestion, you have to explain the reason. 如果你无法按照公司的要求加班，请给公司一个理由。

- ☆ A reason is required if you can't work overtime. 如果你不能加班，请给公司一个理由。
- ☆ A reason is in demand if you can't work overtime. 如果你不能加班，公司需要一个理由。

1 不需要加班

A: The position that you are applying for is Operator for the Customer Service.

A：你应聘的职位是客户服务部的接线员。

B: Right.

B：是的。

A: The main duty of the operator is to answer the customers' calls and deal with related matters.

A：接线员的主要职责就是接听客户电话并处理相关事务。

B: OK. I see. Do I need to work overtime?[1]

B：好的。我知道了。我需要加班吗？

A: No. All of the operators are on duty by turns. Each shift is about four hours. So you do not have any overtime.

A：不用。所有的接线员是轮班工作的。每个班大概 4 小时。所以你不用加班。

2 需要加班

A: I believe that you are qualified for this position. But I should tell you that sometimes you have to work overtime as an Internet engineer.[2]

A：我认为你有能力胜任这个职位。但是我必须告诉你，作为一名网络工程师，有时你必须加班。

B: May I know more information about that?

B：我能了解更多这方面的信息吗？

A: Of course. In fact, almost every project has its own deadline. If you cannot finish the project on time, you have to work for extra hours.[3]

A：当然。事实上，几乎每个项目都有它的截止日期。如果你不能按时完成工作，你就要加班。

B: It is a challenging job.

B：真是一份有挑战性的工作。

A: And it is also well paid.

A：但是报酬也很好。

B: That is true.

B：是的。

3 加班的工作内容

A: You should know that if you are working in the marketing department, overtime is necessary to you sometimes.

A：你要知道如果你在市场部工作，有时候是需要加班的。

B: May I know why?

B：我能知道为什么吗？

A: Our company has close cooperation with American companies. And we have to confront the time difference between these two continents.[4]

A：我们公司与美国公司有很多合作。我们必须要面对这两个大陆之间的时差问题。

B: So I have to work overtime to coordinate the business time.

B：所以我必须通过加班来调整合作时间。

A: Right! You should use these extra hours to meet and negotiate with the American companies.[5]

A：是的！你需要利用这些额外时间来与美国公司开会和谈判。

B: Makes sense.

B：可以理解。

4 加班的报酬

A: Could you accept working overtime sometimes?[6]

A：你能接受偶尔加班吗？

B: No problem. But I would like to know if I have any payment for the overtime.[7]

B：没问题。但是我想知道我能不能得到加班补贴。

A: It depends.

A：这要视情况而定。

B: How?

B：什么意思？

A: If you have to work for extra hours to finish your project before the deadline, you won't get extra payment. It is your responsibility to do this.

A：如果你加班是因为你必须在项目截止日期前完成工作，那你不能得到额外报酬。这是你应该做的。

B: OK.

B：好的。

A: And if the project is assigned to you in emergency by the company, you will get an extra pay.[8]

A：如果工作是公司紧急指派给你的，你就可以得到额外的工资。

B: Fine! I could accept this.

B：好的！我可以接受。

A: In addition, you will get double or triple pay for working on public holidays.[9]

A：此外，公众假期加班可以得到三薪或双薪。

5 加班政策

A: Now, let's talk about the overtime policy.

A：现在，我们来谈谈加班的政策。

B: Yes, please.

B：好的。请说。

A: Every month the Human Resources Department will count the extra working hours for each staff.[10] So please make sure that you have statistics about your overtime.

A：每个月人力资源部都会为每一名员工统计加班时长。所以请确保你统计了自己的加班情况。

B: Fine.

B：好的。

A: And when you are working for extra hours, you could use all the facilities in your office as usual.[11]

A：当你加班时，你可以照常使用办公室里的一切设施。

B: OK. I got it.

B：好的。我知道了。

A: But if you cannot work overtime at the company's suggestion, you have to explain the reason.[12]

A：如果你无法按照公司的要求加班，请给公司一个理由。

26 工作时间

即翻即用的场景关键词

点滴积累，扫清障碍

工作时间 Working Hours

combustion time 工作时间
routine [ru:'ti:n] *n.* 例行公事
daily ['deili] *adj.* 日常的
excessive [ik'sesiv] *adj.* 过多的
night shift 夜班
labor hour 工时
length [leŋθ] *n.* 长度
legal time 法定时间

考勤 Attendance

attendance [ə'tendəns] *n.* 出勤
record ['rekɔ:d] *n.* 记录
punch out 记录下班时间
time card 时间卡
late [leit] *adj.* 晚的
on duty 值班
inspection [in'spekʃən] *n.* 检查
spot check 抽查
timekeeper ['taimˌki:pə] *n.* 考勤员

工作程序表 Work Schedule

schedule ['ʃedju:l] *n.* 日程
time table 日程表
fixed [fikst] *adj.* 固定的
regular ['regjulə] *adj.* 常规的
flexible ['fleksəbl] *adj.* 灵活的
normal ['nɔ:məl] *adj.* 正常的
shift [ʃift] *n.* 轮班
overtime ['əuvəˌtaim] *adv.* 加班
intensive [in'tensiv] *adj.* 密集的
shorten ['ʃɔ:tn] *v.* 缩短

休息 Rest

break [breik] *n.* 休息
coffee time 喝咖啡休息时间
afternoon tea 下午茶
free time 空闲时间
time off 休息时间
sequential [si'kwenʃəl] *adj.* 连续的
interval ['intəvəl] *n.* 工间休息
intermission [ˌintə'miʃən] *n.* 间隔
lounge [laundʒ] *n.* 休息室
couch [kautʃ] *n.* 长沙发
coffee ['kɔfi] *n.* 咖啡
tea ['ti:] *n.* 茶
snack [snæk] *n.* 零食

高频使用的短语

"动静"结合，活学活用

名词短语

午餐时间 lunch time
加班费 overtime rate
营业时间 business hours
晚班 night shift
高峰时段 peak hour
普通工作日 ordinary workday
下班时间 off-duty time
劳动成本 labor costs
打卡机 time clock
放假 day off
早班 morning shift
考勤制度 work attendance system
工作日程 work schedule
加班费 overtime rate
节约成本 cost saving

动词短语

开始工作 start working
下班 get off
轮班 change shifts
确认考勤 confirm attendance
到家 arrive home
提出 bring forward
促进效率 boost work efficiency
走开 get away
对……是可接受的 acceptable for sb.
打卡下班 punch out
抱怨 complain about
确保 make sure
填写 fill in
商讨 talk over
减少工作时间 reduce working hours
犯错误 make errors
休息 take a rest
对……是有必要的 necessary for sth.

其他短语

准时 on time
强烈建议 strongly recommend
在工作日 on a workday
每周 per week
在旺季 in high season
完全支持 fully support
在服务行业 in the service industry
在周末 at weekends
以防 in case of
最多 at most

场景中脱口而出的单句

实战口语，步步为营

01 Step 询问工作时间：

What are the working hours of your company?
贵公司的工作时间是怎样的？

- ☆ What are your business hours? 你们的营业时间是怎样的？
- ☆ When do you start working every day? 你们每天几点开始上班？
- ☆ What is the arrangement of working time? 你们的工作时间是怎么安排的？
- ☆ What are your regular working hours? 你们的日常工作时间是几点？

02 Step 介绍工作时间：

You should start working at 9 a. m. every day.
你应该每天早九点开始工作。

- ☆ You are supposed to start working at 8 a. m. every day. 每天你应该早 8 点开始工作。
- ☆ Every employee should take three morning shifts and two night shifts every week.
  每位员工每周要上三个早班和两个晚班。
- ☆ An ordinary workday is 8 hours. 一个普通工作日是 8 小时。
- ☆ Our work hours are fixed, from 9 a. m. to 6 p. m. 我们工作时间固定，从早 9 点到晚 6 点。

03 Step 询问加班时间：

Do you often have to work overtime? 你们经常加班吗？

- ☆ What is the frequency of overtime working? 加班的频率是多少？
- ☆ How many hours shall I work overtime? 我要加班多少小时？
- ☆ What is the maximum amount of overtime work per week? 每周最多加班时间是多少？
- ☆ Are we expected to work overtime? 要求我们加班吗？

04 Step 加班时间的规定：

According to the law, your overtime work should be no more than 40 hours a week. 根据法律规定，你的加班时间每周不会超过 40 小时。

- ☆ Overtime work can't be greater than regular work hours. 加班时间不能大于常规工作时间。
- ☆ The overtime rate is one and a half times normal pay. 加班费是正常工资的 1.5 倍。
- ☆ The firm shall provide overtime payment in accordance with the relevant state regulations.
  公司要按照国家有关规定支付加班费。

05 Step 询问休息时间：

What is the lunch time? 午餐时间是几点？

- ☆ Do you have coffee time in the afternoon? 你们下午有喝咖啡休息时间吗？
- ☆ Can I have an hour of relaxation at noon? 我能在中午休息一小时吗？
- ☆ Can I get away during lunch break? 我能在午餐休息时间离开吗？
- ☆ Can I take a rest at midday? 我能在中午休息吗？

06 Step 调休规定：

You can also take one day off after the overtime work.
在加班后你还可以调休一天。

- ☆ You can have one day off after a night shift. 你能在夜班后歇一天。
- ☆ You don't have overtime pay, but you can take some days off later.
  你没有加班费，但是你可以过后调休几天。
- ☆ Employees can take a day off if they work at weekends.
  如果员工在周末上班，那么他们可以调休一天。

07 Step 介绍考勤制度：

Our company implements a strict work attendance system.
我们公司严格执行考勤制度。

- ☆ Now all the staff use fingerprints to confirm attendance. 现在所有员工都用指纹确认考勤。
- ☆ Work attendance will be checked through time card recording. 可以通过打卡记录检查出勤。
- ☆ Checking work attendance is a part of our management. 检查出勤是我们管理工作的一部分。
- ☆ Your work attendance will be documented by time card. 你的出勤会通过打卡来进行记录。

08 Step 调整工作时间：

In order to avoid the rush hour, we delay our work time from 8 a. m. to 9 a. m. 为了避免交通高峰，我们的工作时间从早8点推迟到9点。

- ☆ We adjust our working hours in case of traffic congestion.
  我们调整了工作时间，以防交通拥堵。
- ☆ We decide to put forward our off-duty time. 我们决定把下班时间提前。
- ☆ We delay our off-duty time in high season. 我们在旺季推迟下班时间。

09 Step 建议缩短工作时间：

Recently, a proposal was brought forward to reduce working hours.
最近，有人提出建议缩短工作时间。

- ☆ Working hours should be shortened to guarantee employees' health.
  为了保障员工健康，应该缩短工作时间。
- ☆ The number of working hours should be decreased. 应该减少工作时间。
- ☆ It is not necessary for people to work overtime every day. 人们没有必要每天都加班。

10 Step 缩短工作时间的好处：

Shorter working hours boost work efficiency, for employees will make less costly errors.
缩短工作时间能促进工作效率，因为员工会减少犯严重的错误的机会。

- ☆ To reduce working hours is an effective approach to boost working efficiency.
  减少工作时间是促进工作效率的有效措施。
- ☆ Shortened working hours can increase working efficiency. 缩短工作时间能增加工作效率。
- ☆ Decreasing the number of working hours is cost saving. 减少工作时间节约成本。
- ☆ Shortened working hours decrease labor costs. 缩短工作时间降低劳动成本。

1 询问日常工作时间

A: Do you have any questions?
A：你还有问题要问吗？

B: Yes. What are the working hours of your company?[1]
B：是的，贵公司的工作时间是几点？

A: Our working time is fixed. You should start working at 9 a. m. every day.[2]
A：我们的工作时间是固定的。到几点你应该每天早九点开始工作。

B: What is the lunch time?[5]
B：午餐时间是几点？

A: We have one hour's lunch time, from 12 a. m. to 1 p. m.
A：我们有一小时的午餐时间，从 12 点到下午一点。

B: When can I get off work?
B：我什么时候能下班？

A: You can punch out at 6 p. m. The card punch is at the reception desk.
A：你下午 6 点可以打卡下班。打卡机在前台。

B: OK. Thank you.
B：知道了，谢谢。

2 工作需要加班

A: Do you often have to work overtime?[3]
A：你们经常加班吗？

B: As you are in the service industry, extra work is often needed.
B：由于你在服务行业，额外工作是需要的。

A: I don't mind working overtime. But how many extra hours shall I work every week?
A：我不介意加班，但是我每周要加班多少小时？

B: According to the law, your overtime work should be no more than forty hours a week.[4]
B：根据法律规定，你的加班时间每周不会超过 40 小时。

A: Can I get overtime pay?
A：我能得到加班费吗？

B: Of course, the overtime rate is 1.5 times of your normal wage.
B：当然，加班费是你正常工资的 1.5 倍。

A: OK, I won't complain about working overtime.
A：好的，对于加班我不会抱怨的。

B: You can also take one day off after the overtime work.[6]
B：在加班后你还可以调休一天。

3 工作轮班与调休

A: What are your business hours?[1]
A：你们的营业时间是几点？

B: The business hours of our restaurant is from 7 a. m. to 10 p. m.
B：我们餐厅的营业时间是从早 7 点到晚 10 点。

A: What is the arrangement of working time?[1]
A：你们的工作时间是怎么安排的？

B: We have two shifts. The morning shift is from 7 a. m. to 2 p. m. , the night shift is from 2 p. m. to 10 p. m.

B： 我们有两个轮班。早班从早 7 点到下午 2 点，晚班从下午 2 点到晚上 10 点。

A: How to change shifts?

A： 怎样换岗呢？

B: Every employee should take three morning shifts and two night shifts every week.[2]

B： 每位员工每周要上三个早班和两个晚班。

A: How to take days off?

A： 怎样调休呢？

B: You can take one day off after a night shift.

B： 你可以在一个晚班之后调休一天。

4 介绍考勤制度

A: Could you introduce your regular working hours?

A： 你能介绍一下你们的日常工作时间吗？

B: Our company implements a strict work attendance system.[7] We have timekeeper to monitor your attendance every day.

B： 我们公司严格执行考勤制度。我们有考勤员检查你每天的考勤。

A: What time do you begin to work?

A： 你们什么时间开始工作？

B: We start working at 9 o'clock. You should make sure you can arrive on time.

B： 我们早九点开始工作。你应该确保自己能按时到达。

A: Is work time documented by a timecard?

A： 工作时间是打卡记录的吗？

B: No, we just updated our system. Now all the staff use fingerprints to confirm attendance.[7]

B： 不是，我们刚刚升级了系统。现在所有员工都用指纹确认考勤。

A: What if I forget to punch out before leaving the office?

A： 如果我在下班前忘了打卡呢？

B: In that case, you should fill in a form for recording.

B： 那样的话，你应该填写一份表格，以便做记录。

5 调整工作时间

A: Hi, Thomas, have you noticed that our work time has been adjusted?

A： 嗨，托马斯，你注意到我们的工作时间调整了吗？

B: Yes, in order to avoid the rush hour, we delay our work time from 8 a. m. to 9 a. m.[8]

B： 是的，为了避免交通高峰，我们的工作时间从早八点推迟到九点。

A: Do you have any objections to changing the working hours?

A： 你对调整工作时间有什么意见吗？

B: No, I fully support this regulation since I can sleep longer. How about you?

B： 没有，我完全赞成，这样我就可以晚起了。你呢？

A: Well, I am against this adjustment as my home is far away from the company. This means I have to arrive home late.

A： 嗯，我反对这次调整，因为我家离公司很远，这就意味着我到家要很晚。

B: That's a problem. Your wife must be worried if you get home late.

B： 这是一个问题，如果你回家晚了，你的妻子一定很担心。

27 合同问题

即翻即用的场景关键词

点滴积累，扫清障碍

合同类型 Types

employment [im'plɔimənt] *n.* 雇用
arbitration [ˌɑ:bi'treiʃən] *n.* 仲裁
carriage ['kæridʒ] *n.* 运输
sale [seil] *n.* 销售
purchase ['pə:tʃəs] *n.* 采购
goods [gudz] *n.* 商品
service ['sə:vis] *n.* 服务
written ['ritn] *adj.* 书面的
oral ['ɔrəl] *adj.* 口头的

合同内容 Content

law [lɔ:] *n.* 法律
labor ['leibə] *n.* 劳动力
probation [prə'beiʃən] *n.* 试用（期）
holiday ['hɔlədi] *n.* 假日
wage [weidʒ] *n.* 工资
dismiss [dis'mis] *v.* 解雇
resign [ri'zain] *v.* 辞职
injury ['indʒəri] *n.* 工伤
welfare ['welfɛə] *n.* 福利
retirement [ri'taiəmənt] *n.* 退休

合同行为 Behaviour

sign [sain] *v.* 签订
agree [ə'gri:] *v.* 商定
terminate ['tə:mineit] *v.* 终止
complain [kəm'plein] *v.* 申诉
draft [drɑ:ft] *v.* 起草
countersign ['kauntəˌsain] *v.* 会签
break [breik] *v.* 打破
cancel ['kænsəl] *v.* 取消
cease [si:s] *v.* 停止
fulfill [ful'fil] *v.* 履行

其他 Others

contract ['kɔntrækt] *n.* 合同
period ['piəriəd] *n.* 期限
term [tə:m] *n.* 条款
condition [kən'diʃən] *n.* 条件
copy ['kɔpi] *n.* 副本
obligation [ˌɔbli'geiʃən] *n.* 义务
right [rait] *n.* 权利
relationship [ri'leiʃənʃip] *n.* 关系
private ['praivit] *adj.* 私人的
fair ['fɛə] *adj.* 公平的

高频使用的短语

"动静"结合，活学活用

名词短语

雇佣合同 employment contract
双方当事人 both parties
有效期 valid period
劳动仲裁 labor arbitration
劳动法 labor law
劳动赔偿 labor indemnity
人事档案 personnel archive
全职工作 full-time work
工资单 pay slip
权利和义务 right and obligation
附加协议 supplement agreement
时效期 expiry date
高等法院 higher court
试用期 probation period
就业登记 employment registration
劳动力市场 labor market
基础工资 basic wage
工资指数 wage index

动词短语

失效 lose effect
执行 carry out
受理申诉 hear a claim
下岗 lay off
躲避做某事 escape doing sth.
通过，经过 pass through
想起 bring to mind
使用，应用 put into use
生效 come into effect
使……生效 put into force
终止劳动关系 terminate labor relations
为……作准备 make provision for
缺乏 be lacking in
为……作准备 prepare for
跟随 come after

介词短语

私下 in privacy
无论如何 at all events
在……范围内 within the limit of
来来回回 to and fro
相比之下 by comparison
等等 and so on
独自 by oneself
至今 up to date
决不 not on any account
超过 in excess of
按时间表，及时 on schedule
大约，左右 or so
断断续续 off and on

场景中脱口而出的单句

实战口语，步步为营

01 Step

询问是否签订雇佣合同：

Does this company sign the formal employment contract with the staff? 贵公司是否与员工签订正式的雇用合同？

- ☆ Does this company provide the formal employment contract for the staff?
  贵公司为员工提供正式的雇用合同吗？
- ☆ Is there any formal employment contract? 有正式的雇用合同吗？

02 Step

讨论解约的情况：

The contracts with employees will be terminated immediately if any fake personal documentation is discovered.
我公司员工一经发现履历造假将被即刻解约。

- ☆ Those who sign employment contracts with other companies after signing with us will be dismissed. 与非本公司用人单位建立劳动关系者，公司将与其解除劳动合同。
- ☆ We will discharge and sue you if you commit any form of leaking commercial secrets.
  如果你以任何形式泄漏商业机密，我们将解雇并依法起诉你。

03 Step

公司的雇佣合同政策：

Generally speaking, the company will sign the written contract with each staff. 一般来说，公司和每位员工都会签订书面合同。

- ☆ Generally speaking, the company will provide the written contract for each staff.
  一般来说，公司为每位员工都提供书面合同。
- ☆ Generally speaking, a writlen contract will be signed. 一般来说，会签订一份书面合同。

04 Step

雇佣合同的生效期：

The contract will be valid after the probation.
实习期过后，合同就生效了。

- ☆ The contract will come into effect after the probation. 实习期过后，合同就生效了。
- ☆ The contract will be put into force after the probation. 实习期过后，合同就生效了。

05 Step

询问雇用合同的有效期：

So do you mean that the valid period of the contract is one year?
所以你的意思是合同的有效期是一年？

- ☆ So do you mean that the contract is valid in one year? 所以你的意思是合同在一年内有效吗？
- ☆ So do you mean that the contract will lose effect after one year?
  所以你的意思是合同一年后就失效了吗？
- ☆ So do you mean that the contract expires after one year?
  所以你的意思是合同一年后就失效了吗？

合同的续签问题：

06 Step

We will talk about the contract for the next year near the expiry date of last contract. 当一份合同就要临近截止日期时，我们会再商讨下一份合同。

☆ We will renew the contract for the next year near the expiry date.
当一份合同就要临近截止日期时，我们会再续签下一份合同。

☆ The contract for the next year will be signed near the expiry date of this one.
当这份合同就要临近截止日期时，我们会再续签下一份合同。

雇用合同的保存形式：

07 Step

Both parties to the contract will keep a copy of it.
合同的每一方当事人都会保留一份副本。

☆ This contract is in duplicate. Please keep your copy properly.
本合同一式两份，请妥善保管您的副本。

☆ The other two copies of this contract in triplicate will be kept in your personal file and in our personnel department. 此合同一式三份，另两个副本将分别留档于您的个人档案和我公司的人事部。

雇佣合同的内容：

08 Step

Everything that is related with your right and obligation will be listed in the contract. 与你的权利和义务有关的一切事物都将被写进合同里。

☆ Your right and obliqation are listed in the contract. 你的权利和义务都会列在合同里。

☆ The contract will include your right and obliqation. 合同中会包括你的权利和义务。

签订雇佣合同前确认意向：

09 Step

Before we sign the contract, we will confirm the specific content together. 我们在签订合同前，需要一起确认合同内容。

☆ We will see to the specific terms in the contract together before we sign it.
我们在签订合同前，需要一起讨论合同条例。

☆ Specific terms in the contract should be confirmed by both of us before we sign it.
我们在签订合同前，需要一起确认合同条例。

解决雇佣合同的争端：

10 Step

If we still have some disagreements, we could apply for a legal action. 但是如果我们仍旧有分歧，我们可以申请法律判决。

☆ If we still cannot reach an agreement about it, we could apply for a legal action.
如果我们仍旧不能达成共识，我们可以申请法律判决。

☆ If we still argue about it, we could apply for a legal action.
如果我们仍旧争论不下，我们可以申请法律判决。

雇佣合同的补充协议：

11 Step

You will find the oral agreements we have reached before in the supplementary terms of the contract.
我们之前达成的口头协定会体现在作为合同附件的附加协议里。

☆ Supplement agreement will be attached to the written contract if any kind of oral agreements were reached. 如果之前有口头协议的话我们会起草补充协议并附加在书面合同中。

☆ The final version of the contract will include the supplement agreements based on former oral agreements. 此合同的最终版本将包含根据之前口头协议内容拟定的附加协议。

情景会话实战演习

身临其境，融会贯通

1 询问是否签订雇佣合同

A: May I ask another question?

A：我能再问一个问题吗？

B: Sure.

B：当然。

A: Does this company sign the formal employment contract with the staff?[1]

A：贵公司是否与员工签订正式的雇用合同？

B: Of course! The formal employment contract is the most important legal document for both the employer and the employee.

B：当然！正式的雇佣合同对雇主和雇员来说都是最重要的法律文件。

A: Right.

A：对。

B: When you are in this position, we will talk about the details.

B：当你就任后，我们再商讨合同细节。

2 雇佣合同的形式

A: What kind of contract are we going to sign if I'm able to get this job?

A：如果我能得到这份工作的话，我们具体要签订什么形式的合同呢？

B: We sign formal labor contracts with our new members.

B：我们和新员工都是签订正式的劳务合同的。

A: Am I going to get a copy of it?

A：我能得到合同副本吗？

B: Sure, both parties to the contract will keep a copy of it,[7] which means other than your copy of the contract there are two more. And the other two copies will be kept in your personal file and in our personnel department.[7]

B：当然，合同的每一方当事人都会保留一份副本，也就是说除了你的那份之外还有两份。而另两个副本将分别留档于您的个人档案和我公司的人事部。

A: I see. How about the oral agreements we have reached before?

A：我知道了。那我和贵公司之前达成的口头协定怎么办呢？

B: You will find them in the supplementary terms of the contract.[11]

B：它们会体现在作为合同附件的附加协议里。

A: Okay. Thank you.

A：好的。谢谢。

3 雇佣合同的时效

A: May I know the term of the employment contract?

A：我能了解一下合同的时效吗？

B: Of course. The employment will end after one year.

B：当然。合同一年后终止。

A: So do you mean that the valid period of the contract is one year?[5]

A：所以你的意思是合同的有效期是一年？

B: That is right! We will talk about the contract for the next year near the expiry date of last contract.[6]

B：是的！当一份合同就要临近截止日期时，我们会再商讨下一份合同。

A: OK. And when will the contract come into effect?

A：好的。合同什么时候生效？

B: The contract will be valid after the probation.[4]

B：实习期过后，合同就生效了。

A: Fine. Thank you for your answer.

A：好的，谢谢你的答复。

B: You are welcome.

B：不客气。

4 雇佣合同的内容

A: Would you like to know the content which is included in the employment contract?

A：你想了解一下合同里的内容吗？

B: Of course!

B：当然！

A: I could say that everything that is related with your right and obligation will be listed in the contract.[8]

A：可以这样说，与你的权利和义务有关的一切事物都将被写进合同里。

B: Please provide some details for me.

B：请提供一些细节信息。

A: Each term of your welfare will be included in the contract, such as wage, insurance, holiday and so on.

A：你所享受的每一项福利都包含在内，例如工资、保险、假日等。

B: OK. How about the obligation?

B：好的。义务呢？

A: That means other things such as the procedure of resignation, the requirement of asking for a leave should also be listed in the contract.

A：也就是说其他内容，如辞职的过程、请假的要求等也都被列入合同之内。

28 假期问题

即翻即用的场景关键词

点滴积累，扫清障碍

休息日 Rest Days

holiday ['hɔlədei] *n.* 假期
vacation [və'keiʃən] *n.*假期
annual ['ænjuəl] *adj.* 年度的
weekend ['wi:kend] *n.* 周末
Saturday ['sætədei] *n.* 星期六
Sunday ['sʌndei] *n.* 星期日
legal ['li:gəl] *adj.* 法定的
paid holiday 带薪假期
national ['næʃənəl] *adj.* 国家的

公众假期 Public Holiday

festival ['festivəl] *n.*节日
New Year's Day 新年
Spring Festival 春节
Dragon Boat Festival 端午节
Mid-Autumn Festival 中秋节
National Day 国庆节
Tomb-Sweeping Day 清明节
Labor Day 劳动节
Christmas Day 圣诞节
Halloween [ˌhæləu'i:n] *n.* 万圣节
Easter ['i:stə] *n.* 复活节
Thanksgiving Day 感恩节
christmas ['krisməs] *n.* 圣诞节

特殊假期 Special Holiday

summer vacation 暑假
winter vacation 寒假
sickness ['siknis] *n.* 生病
private ['praivit] *adj.* 私人的
affair [ə'fɛə] *n.* 事物
marriage ['mæridʒ] *n.* 结婚
maternity [mə'tə:niti] *a.* 母性的
funeral ['fju:nərəl] *n.* 葬礼
injury ['indʒəri] *n.* 伤害
recuperate [ri'kju:pəreit] *v.* 休养

假期期限 Time Period

duration [djuə'reiʃən] *n.* 持续
summation [sə'meiʃən] *n.* 总和
accumulate [ə'kju:mjuleit] *n.* 累计
convert ['kən'və:t] *v.* 折算
reckon ['rekən] *v.* 计算
deduct [di'dʌkt] *vt.* 扣除
expiration [ˌekspi'reiʃən] *n.* 期满

高频使用的短语

"动静"结合，活学活用

名词短语

病假 sick leave
婚假 marriage leave
晚婚 late marriage
劳动法 Labor Law
带薪假期 paid holiday
法定假期 official holiday
工龄 working years
以备后用 later use
休闲时间 time off
放假一天 one day off
全薪 full salary
上限 upper limit
事假 leave of absence
产假 maternity leave
法定假期 legal holiday
公共假期 public holiday
双薪 double pay
年假 annual leave
病假工资 sick pay
合同期 contract term
法定假期 statutory holiday
带薪假期 paid leave
一般条例 general regulation
终止日期 expiration date

动词短语

得到报酬 get paid
为……保留 reserve for
视某物为…… regard sth. as
适用于 apply to
等待 wait for
对……有资格 be eligible for
由……组成 consist of
对……有效 be valid for

副词词组

常常 every now and then
有点 sort of
几乎从不 hardly ever
差不多 pretty much

介词短语

以小时为单位 on an hourly basis
假期中 on vacation
每年 per year
在公立学校 in public school
在暑假中 during summer vacation
放假 on leave

场景中脱口而出的单句

实战口语，步步为营

01 Step

询问是否有假期：

Can I ask for a leave of absence? 我能请事假吗？

- ☆ Can I be on leave at weekends? 我能在双休日放假吗？
- ☆ Can I enjoy marriage leave? 我们能享受婚假吗？
- ☆ Do you have one day off on the Dragon Boat Festival? 你们在端午节放假吗？

02 Step

介绍法定假期：

According to Chinese Labor Law, legal holidays include weekends and public holidays. 根据中国劳动法，法定假期包括双休日和公共假期。

- ☆ Statutory holidays consist of weekends and public holidays.
  法定假期包括双休日和公共假期。
- ☆ In China, there are two weeklong statutory holidays, namely the Spring Festival and the National Day. 在中国，有两个国家法定的黄金周假期，分别是春节和国庆节。
- ☆ Employees can enjoy all legal holidays during the contract term.
  在合同期内，员工享有国家规定的所有法定假日。

03 Step

询问带薪假期：

Can I get paid in official holidays? 法定假期能得到报酬吗？

- ☆ How much can I get for sick leave? 病假工资是多少？
- ☆ How many paid leaves can I get? 我有多少带薪假期？
- ☆ How long is your paid leave? 你的带薪假期是多长时间？

04 Step

介绍假期工资：

There is neither salary nor welfare for a leave of absence. 事假既没有工资也没有福利。

- ☆ Sick pay starts from the first day of illness. 病假工资从你生病的第一天开始计算。
- ☆ You can have basic salary without any bonus on marriage leave.
  在婚假期间你有基本工资，没有任何奖金。
- ☆ The company pays full salary for marriage leave. 婚假期间公司发放全薪工资。

05 Step

询问特殊假期规定：

Could you tell me your company's regulations on annual leave? 你能告诉我你们公司有关年假的规定吗？

- ☆ What is your vacation policy? 贵公司的年假是如何规定的？
- ☆ What is your regulations for sick leave? 贵公司的病假规定是什么？
- ☆ What is your company's policy on maternity leave? 贵公司的产假规定是什么？
- ☆ What are the general regulations of marriage leave? 婚假的一般条例是什么？

06 Step

介绍特殊假期规定：

There is no annual leave for employees who work less than a year.
工作一年以下的员工没有年假。

- ☆ Our personal leave is on an hourly basis and it can accumulate in a month.
  我们的事假是以小时为单位的，在一个月内可以累加。
- ☆ Sickness leave should be confirmed by a sick note. 病假必须出具病假条确认。
- ☆ The upper limit of sick leave is 90 days per year. 病假的上限是每年 90 天。
- ☆ Marriage leave is applies to the first marriage only. 婚假仅适用于首次结婚。

07 Step

询问假期长度：

How many days can I have for annual leave? 我有多少天年假？

- ☆ How many days of marriage leave can I have? 我有多少天婚假？
- ☆ How long will your holiday last for? 你的假期多长时间？
- ☆ How long is your vacation? 你的假期多长时间？

08 Step

介绍假期长度：

The number of sick leaves is no more than three months a year.
每年病假天数不能超过三个月。

- ☆ Your length of annual leave depends on your working years. 你的年假长度取决于你的工龄。
- ☆ Late marriage is encouraged by giving fifteen days off. 公司给 15 天假期鼓励晚婚。
- ☆ Winter vacation is nearly one month, and summer vacation lasts for two months.
  寒假将近一个月，暑假持续两个月。

09 Step

询问假期有效期限：

How long is the validity of annual leave? 年假的期限是多久？

- ☆ How long is annual leave valid for? 年假的有效期限是多久？
- ☆ Can annual leave accumulate? 年假可以累积吗

10 Step

介绍假期有效期限：

Marriage leave must be taken no later than one year after the marriage date as shown in the marriage certificate.
婚假须在结婚证登记日期后的一年内休完。

- ☆ Annual leaves can only be taken within the year. You will be on triple pay if you give up the vocation. 年假不得跨年累计，如果你放弃休假，将会在年假期间得到三倍工资。
- ☆ Marriage leave is only available for one year and cannot be taken in sections.
  婚假期限只有一年且不得分段休假。
- ☆ Marriage leave should be used in the year of your marriage, or it will be regarded as abandonment. 婚假应该在你结婚一年内休完，否则会被视为放弃。

情景会话实战演习

身临其境，融会贯通

1 询问法定假期

A: What are legal holidays?

A：什么是法定假期？

B: According to Chinese Labor Law, legal holidays include weekends and public holidays.[2]

B：根据中国劳动法，法定假期包括双休日和公共假期。

A: Can I get paid in those holidays?[3]

A：法定假期能得到报酬吗？

B: Of course. They are paid holidays. But sometimes you need to work overtime during these holidays.

B：当然，它们是带薪假期。但是有时候，你需要在这些假期里加班。

A: Shall I receive extra money by working in holidays?

A：在假期加班能有额外的收入吗？

B: You will have double pay if you work in legal holidays.

B：如果你在法定假期加班，你会得到双薪。

2 询问年假情况

A: Could you tell me your company's regulations on annual leave?[5]

A：你能告诉我你们公司年假的规定吗？

B: Sure. What do you want to know?

B：当然。你想知道什么？

A: How many days can I have for annual leave?[7]

A：我有多少天年假？

B: It depends on your working years. There is no annual leave for employees who work less than a year.[6] If you have worked more than one year but less than 10 years, you will have 5 days of annual leave per year.

B：这取决于你的工龄。工作一年以下的员工没有年假。如果你已经工作了一年以上，10 年以下，你每年会有 5 天年假。

A: What is the validity of annual leave?[9]

A：年假的期限是多久？

B: You should take all days off within three years.

B：你应该在三年内休完所有的假期。

3 公司事假规定

A: Can I ask for a leave of absence?[1]

A：我能请事假吗？

B: Yes. Our company allows personal leave, but you should know the related regulations.

B：可以，我们公司允许请事假，但是你应该了解相关规定。

A: What is the related regulations for a leave of absence?

A：事假的相关规定是什么？

B: Our personal leave is on an hourly basis and it can accumulate in a month.[6]

B：我们的事假是以小时为单位的，在一个月内可以累加。

A: How many days of leave can I have if I ask for a leave of 8 hours?

A：如果我请了 18 个小时的事假，总共请了多少天假？

B: As our normal working time is 8 hours, you will have two days and two hours off.

B：因为我们正常工作时间是八小时，所以你请了两天零两小时事假。

A: Can I have any salary for a leave of absence?

A：休事假能拿到工资吗？

B: No. There is neither salary nor welfare for a leave of absence.[4]

B：没有。事假既没有工资也没有福利。

4 公司病假规定

A: What is your regulations for sick leave?[5]

A：贵公司的病假规定是什么？

B: The number of sick leave is no more than three months a year.[8]

B：每年病假天数不能超过三个月。

A: Am I eligible for sick pay?

A：我可以拿到病假工资吗？

B: Anyone working in our company can have sick pay.

B：任何一位公司员工都可以获得病假工资。

A: How much can I get for sick leave?[3]

A：病假工资是多少？

B: You can get 80% of your basic salary. Sick pay starts from the first day of illness.[4]

B：是你基本工资的 80%。病假工资从你生病的第一天开始计算。

A: How to ask for sick leave?

A：怎样申请病假？

B: You must have a certificate for sickness when applying.

B：你必须在申请时出具病假条证明你的病情。

5 公司婚假规定

A: Can I enjoy marriage leave?[1]

A：我能享受婚假吗？

B: During your contract term, you are entitled to legal holidays, including marriage leave.

B：在你的合同期内，你被授予享受诸如婚假的法定假期。

A: How many days of marriage leave can I have?[7]

A：我有多少天婚假？

B: Five days for marriage leave, fifteen days for late marriage leave.

B：五天婚假，15 天晚婚假。

A: Can I reserve them for later use?

A：我能存着它们以备日后使用吗？

B: I am afraid you can't. Marriage leave should be used in the year of your marriage, or it will be regarded as abandonment.[10]

B：恐怕不能。婚假应该在你结婚一年内休完，否则会被视为放弃。

29 出差问题

即翻即用的场景关键词

点滴积累，扫清障碍

出差事宜 Business Trip

credit ['kredit] *n.* 信用
itinerary [ai'tinərəri:] *n.* 行程安排
receipt [ri'si:t] *n.* 单据
expense [iks'pens] *n.* 花费
reimbursement [ˌri:im'bə:smənt] *n.* 报销
perk [pə:k] *n.* 津贴
suitcase ['sju:tkeis] *n.* 行李箱
commission [kə'miʃən] *n.* 手续费
route [ru:t] *n.* 路线
journey ['dʒə:ni] *n.* 旅程

交通 Transportation

airplane ['ɛəplein] *n.* 飞机
train [trein] *n.* 火车
shuttle ['ʃʌtl] *n.* 短途大巴
coach [kəutʃ] *n.* 长途客车
ticket ['tikit] *n.* 票
luggage ['lʌgidʒ] *n.* 行李
arrival [ə'raivəl] *n.* 到达
departure [di'pɑ:tʃə] *n.* 离开
transfer [træns'fə:] *v.* 中转
seat [si:t] *n.* 座位

食宿 Board and Lodging

accommodation [əˌkɔmə'deiʃən] *n.* 住宿
suite [swi:t] *n.* 套房
lobby ['lɔbi] *n.* 大厅
reservation [ˌrezə'veiʃən] *n.* 预订
voucher ['vautʃə] *n.* 凭单
restaurant ['restərənt] *n.* 餐厅
buffet ['bufei] *n.* 自助餐
banquet ['bæŋkwit] *n.* 宴会
tavern ['tævən] *n.* 旅店
pub [pʌb] *n.* 酒吧

其他 Others

agency ['eidʒənsi] *n.* 事务所
quotation [kwəu'teiʃən] *n.* 报价
passport ['pɑ:spɔ:t] *n.* 护照
metropolis [mi'trɔpəlis] *n.* 大都会
delicacy ['delikəsi:] *n.* 佳肴
deposit [di'pɔzit] *n.* 押金
reception [ri'sepʃən] *n.* 接待处
registration [ˌredʒi'streiʃən] *n.* 登记
rental ['rentl] *n.* 租金
settlement ['setlmənt] *n.* 结算

高频使用的短语

"动静"结合，活学活用

名词短语

技术培训师 technology trainer
商务调研 business survey
订单确认 conformation of orders
预付款 advance payment
支付能力 payment capacity
自由贸易区 free-trade zone
旅途安排 tour arrangement
风险管理 risk management
商务旅行 business trip
航空积分里程 frequent flyer miles
实际成本 actual cost
预算外支出 off-budget expenditure
准备金 reserve fund
当地陪同 local guide
多功能客房 multi-functional room

动词短语

出差 be away on business trip
因公出差 travel on business
提交费用账目 submit an expense account
靠在……上 lean against
对……负责 be liable for oth
起源于 originate form
出差 travel on business trip
出国 go abroad
分享 have a share
密切关注 keep close watch on
忙于（某事）occupy oneself with（in）

介词短语

将来 in the future
容易 with ease
按时间表 on schedule
比较起来 by comparison
否则，要不然 or else
倘没有，要不是 but for
总共，合计 in all
欠某人的债 in debt to sb.
支持 in support of
与……一致 in accordance with sth.
至多，不超过 at most
既……又……，两个都 both...and
好像，仿佛 as though
遍及，到处 all over

场景中脱口而出的单句

实战口语，步步为营

01 Step

需要经常出差的职位：

I believe that if I am a technology trainer, I will have a lot of business trips. 我认为如果我就任了科技培训师的职位，我就需要经常出差。

- ☆ I believe that if I am a technology trainer, I will always be away on business trips.
  我认为如果我就任了科技培训师的职位，我就需要经常出差。
- ☆ Shall a technology trainer travel on business a lot? 科技培训师会经常出差吗？

02 Step

国内的出差任务：

You have to travel between different cities in this country. 你要在本国的城市间进行往返的公务旅行。

- ☆ We will occasionally send you on business trips to our branch offices in this country.
  我们会不定期派遣你前往我们在国内的其它分公司出差。
- ☆ Business trips to other domestic major cities are required in your occupation.
  你的职责还包括去国内其它一线城市出差。

03 Step

国外的出差任务：

Sometimes you have to travel on business to other countries. 有时需要因公事前往国外。

- ☆ Sometimes you have to go abroad for business. 有时你需要因公事前往国外。
- ☆ Sometimes going abroad is needed. 有时需要出国。

04 Step

出差的费用：

The expense of the business trips should be afforded by the company. 公司会负担差旅费。

- ☆ The expense of business travels can be reimbursed. 出差费用可以报销。
- ☆ The company could pay for the expense of the business trips. 公司会负担差旅费。

05 Step

报销差旅费：

When you come back, you could get the reimbursement from the company according to the receipts. 当你回来时，可以凭单据到公司报销。

- ☆ When you come back, you could apply for reimbursement. 当你回来时，你可以申请报销。
- ☆ When you come back, you could submit an expense account to the company.
  当你回来时，你可以凭单据报销。

06 Step

询问出差时长：

How long is each business trip? 每次出差需要多久？

- ☆ How long shall I spend on each business trip? 每次出差要多长时间？
- ☆ What is the duration for each business trip? 每次出差的时长是多久？
- ☆ May I know the period of time for each business trip? 我能了解每次出差的时长吗？

介绍出差的时长：

07 Step

If it is a normal business trip, one week is the longest period.
如果是一般的商务旅行，不会长于一周。

☆ If it is a normal business trip, it will be finished within one week.
如果是一般的商务旅行，一周之内就会结束。
☆ A normal business trip is suppsed to last for a week. 一般的商务通旅行通常是一周时间。

询问出差的工作内容：

08 Step

I would like to confirm the usual business events for the trip.
我想确认一下一般性商务旅行的工作内容。

☆ I would like to confirm the usual business trips' contents.
我想确认一下一般性商务旅行的工作内容。
☆ I would like to make sure what business events are included in the trips.
我想确认一下商务旅行都包括什么工作事宜。

提交出差报告：

10 Step

After you come back from the business trip, you should provide a report for your manager.
当你出差回来时，要向你的经理提交一份出差报告。

☆ When you finish the business trip, you should present a report to your manager.
当你结束商务旅行，你要向你的经理提交一份出差报告。
☆ You should hand in a report when you are back. 当你出差回来，你要交一份报告。

提交书面报告：

11 Step

In most cases, a written report is preferable.
在大多数情况下，书面报告更好一些。

☆ The written report will be better. 在书面报告更好一些。
☆ The priority will be given to the written report. 在书面报告更加可取。

肯定出差报告的价值：

12 Step

I think a report is quite necessary for sharing the fruits of the business trip. 我认为报告对于分享出差的收获而言很重要。

☆ We need a report to show your gains of the business trip.
我们需要一份出差报告，以分享出差成果。
☆ The report is of great importance. 报告很重要。

1 出差事宜

A: I believe that if I am a technology trainer, I will have a lot of business trips.[1] Am I right?

A：我认为如果我就任了科技培训师的职位，我就需要经常出差。是这样吗？

B: Yes. You have to give training speeches all around different cities.

B：是的。你要在不同城市进行培训演讲。

A: How about the frequency of the business trips?

A：出差的频率是怎样的呢？

B: It is supposed to be once a month at least.

B：至少一个月一次。

A: Shall I go abroad?

A：需要出国吗？

B: Generally speaking, you have to travel between different cities in this country.[2] But sometimes you also have to travel on official business to other countries.[3]

B：一般而言，你要在本国的不同城市间来回。但有时也需要因公事前往国外。

2 出差费用

A: In this position, you should be away on business quite often.

A：在这个职位上，你需要经常出差。

B: I know that.

B：我知道。

A: The expense of the business trips should be afforded by this company.[4]

A：公司会负担差旅费。

B: Do you mean all the expense?

B：你是说全部的差旅费吗？

A: Almost. The company will afford the expense of the transportation, board and lodging and any other expense on the business.

A：基本上是。公司会负担交通费、食宿费和其他商务费用。

B: Fine.

B：好的。

A: And when you come back, you could get the reimbursement from the company according to the receipts.[5]

A：当你回来时，你可以凭单据到公司报销。

3 出差时长

A: How long is each business trip?[6]

A：每次出差需要多久？

B: If it is a normal business trip, one week is the longest period.[7]

B：如果是一般的商务旅行，不会长于一周。

A: OK.

A：好的。

B: And if it is a temporary meeting in another city, two days are enough.

B：如果是其他城市中的临时会议，两天就足够了。

A: How about going abroad?

A：如果是境外出差呢？

B: It depends on the event. If you are there for a refresher course, you may need one or two months.

B：这要看具体情况。如果你去参加进修课程，也许就需要一至两个月。

4 出差的工作任务

A: Do you have any questions about the business trips?

A：对于出差你有什么疑问吗？

B: Yes. I would like to confirm the usual business events for the trips.[8]

B：是的。我想确认一下一般性商务旅行的工作内容。

A: OK. The speech is an important part for the training. And the speakers could communicate with each other about the advanced knowledge and technology.

A：好。演讲是培训工作的很重要一部分。演讲者们可以互相沟通了解先进的知识和技术。

B: Great.

B：很好。

A: On the other hand, the meeting provides opportunities for the cooperation between different companies.

A：另一方面，会议协商为公司之间的合作提供了机会。

B: Anything else?

B：还有吗？

A: For the business survey, you could observe the related business performance in other cities or countries.

A：对于商务调研而言，你要去其他城市或国家考察相关商务的运作情况。

5 出差报告

A: I know that you could accept the frequent business trips in this position. But I still want to emphasize one more point.

A：我知道你可以接受在这个职位上的频繁出差。但是我还是想强调另一点。

B: OK. Please.

B：好的。请说。

A: After you come back from the business trip, you should provide a report for your manager.[10]

A：当你出差回来时，你要向你的经理提交一份出差报告。

B: Do you mean the written report or the oral report?

B：你是指书面报告还是口头报告？

A: In most cases, a written report is preferable.[11]

A：在大多数情况下，书面报告更好一些。

B: Fine.

B：好的。

A: And sometimes an oral presentation is enough.

A：有时只需要口头陈述。

30 | 培训问题

即翻即用的场景关键词

点滴积累，扫清障碍

培训 Training

training ['treiniŋ] *n.* 培训
program ['prəugræm] *n.* 计划
personnel [ˌpəːsə'nel] *n.* 人事部门
cultivate ['kʌltiveit] *v.* 培养
vocational [vəu'keiʃənl] *n.* 业务的
guidance ['gaidəns] *n.* 指导
cycle ['saikl] *n.* 周期
trainer ['treinə] *n.* 培训师
instructor [in'strʌktə] *n.* 讲师
lecture ['lektʃə] *n.* 讲座

企业培训 Enterprise Training

enterprise ['entəpraiz] *n.* 企业
department [di'pɑːtmənt] *n.* 部门
corporate ['kɔːpərit] *adj.* 公司的
culture ['kʌltʃə] *n.* 文化
technique [tek'niːk] *n.* 技术
marketing ['mɑːkitiŋ] *n.* 营销
strategy ['strætidʒi] *n.* 策略
outward ['autwəd] *adj.* 外部的

培训目的 Training Purpose

quality ['kwɔliti] *n.* 素质
competitive [kəm'petitiv] *adj.* 有竞争力的
supervision [ˌsuːpə'viʒən] *n.* 监督
loyalty ['lɔiəlti] *n.* 忠诚
boost [buːst] *vt.* 提高
productivity [ˌprɔdʌk'tiviti] *n.* 生产率
initiative [i'niʃiətiv] *n.* 首创精神
service ['səːvis] *n.* 服务
assessment [ə'sesmənt] *n.* 评定
talent ['tælənt] *n.* 人才

培训经费 Training Expense

expense [ik'spens] *n.* 花费
fund [fʌnd] *n.* 资金
price [prais] *n.* 价格
costly ['kɔstli] *adj.* 昂贵的
allot [ə'lɔt] *v.* 分配
distribute [di'stribjuːt] *v.* 分配
proportion [prə'pɔːʃən] *n.* 比例
apportionment [ə'pɔːʃənmənt] *n.* 分摊
levy ['levi] *v.* 征收
raise [reiz] *v.* 筹集

高频使用的短语

"动静"结合，活学活用

名词短语

培训项目 training program
入职培训 orientation training
拓展训练 outward bound
培训课程 training course
技能培训 skill training
培训课程 training curriculum
心理素质 psychological quality
心理极限 mental summit
咨询费 consulting fee
在职培训 on-job training
角色扮演 role play
发展策略 development strategy
新员工培训 induction training
高素质 high quality
企业文化 corporate culture
内部培训 internal training
外聘讲师 external lecturer
公开课 open class
体能训练 physical training
企业咨询 enterprise consultation
培训开销 training expenses
脱产培训 off-job training
情景模拟 scenario simulation

动词短语

集资 raise money
培养人才 cultivate talents
改进工作方法 improve working method
做演讲 give a presentation
从……开始 begin with
做运动 do exercises
实现某人的目标 achieve one's goal
负责 be in charge of
对……负责 be responsible for sth.
提高生产率 boost productivity
旨在 aim to do
激发某人的潜能 fulfill one's potential
参与 participate in
爬山 climb mountains
克服困难 overcome difficulties
从……受益 benefit from
提高竞争力 improve competitiveness
熟悉的 be familiar with

介词短语

上一次 last time
关于 in terms of
在业余时间 in spare time
在培训中 in training
在职场 in workplace

场景中脱口而出的单句

实战口语，步步为营

01 Step 询问是否有培训：

Do you have any training programs for new staff?
你们有为新员工组织的培训项目吗？

- ☆ Do you have any training plans for new employees? 你们有对新员工的培训计划吗？
- ☆ Would you organize staff training? 你们会组织员工培训吗？

02 Step 询问培训类型：

What kind of training is it? 是什么类型的培训呢？

- ☆ What type of training do you provide? 你们提供什么类型的培训？
- ☆ Is it an internal training? 是内部培训吗？
- ☆ Will it be an on-job training or off-job training? 是在职培训还是脱产培训？

03 Step 介绍培训类型：

Internal training is a specialized training program for administrative staff. 内训是专门为行政管理人员开展的培训项目。

- ☆ Outward development is specially for new employees. 拓展训练专门针对新员工。
- ☆ We organize enterprise consultation for new staff members. 我们为新员工组织企业咨询。

04 Step 询问培训部门：

Who organizes the induction training? 谁组织新员工培训呢？

- ☆ Which department is responsible for internal training? 哪个部门负责内训？
- ☆ Who is in charge of staff training? 谁负责员工培训？

05 Step 询问培训目的：

What's the purpose of the internal training? 内部培训的目的是什么？

- ☆ What is the goal of outward bound? 拓展训练的目的是什么？
- ☆ What is the target of outward development? 拓展训练的目标是什么？

06 Step 介绍培训目的：

Our ultimate goal is to improve our employees' working methods and fulfill their potentials.
我们的最终目标是改进员工的工作方法，并且激发他们的潜能。

- ☆ The training aims to boost workers' productivity. 培训旨在提高工人的生产率。
- ☆ The fundamental goal of training is to improve staff's competitiveness.
  培训的最终目标是提高员工的竞争力。

介绍培训方式：

07 Step

Our company invites external lecturers to give presentations.
我们公司邀请外聘讲师做演讲。

- ☆ We adopt audio-visual method in training. 我们在培训中采用视听法。
- ☆ Scenario simulation will be adopted in training. 在培训中情景模拟将被采用。

介绍培训内容：

08 Step

Orientation training contains the introduction of corporate culture and regulations. 入职培训包括企业文化和企业规章制度的介绍。

- ☆ Internal training covers the company's development strategy. 内训会提到公司的发展策略。
- ☆ It offers practical suggestion in terms of marketing skills, sales psychology and so on.
  它在销售技巧、销售心理等方面给出实际的建议。

介绍拓展训练：

09 Step

Outward bound often begins with physical training.
拓展训练通常以体能训练开始。

- ☆ Physical training may include mountain climbing or hiking. 体能训练可能包括爬山或徒步远行。
- ☆ Outward bound involves group games. 拓展训练包括团队游戏。
- ☆ You need to overcome difficulties in outward bound. 在拓展训练中你需要克服困难。

介绍培训经费：

10 Step

Our company will raise money for employees training expenses.
我们公司负责员工的培训开销。

- ☆ Training expenses will be borne by our company. 培训开销由我们公司支付。
- ☆ The training shall be provided free of charge. 培训是免费的。
- ☆ The training cost is not refundable. 培训经费不可退费。

1 询问是否有培训

A: Any other question?
A：有什么问题吗？

B: Yes. Do you have any training programs for new staff?[1]
B：是的，你们有为新员工组织的培训项目吗？

A: We have induction training for new employees.
A：我们有新员工培训。

B: Who is responsible for the induction training?[4]
B：谁组织新员工培训呢？

A: Our personnel will arrange all training programs.
A：我们的人事部门负责所有培训项目。

B: What is the contents of the training?
B：新员工培训内容是什么？

A: Orientation training includes the introduction of corporate culture and regulations.[8]
A：入职培训包括企业文化和企业规章制度的介绍。

2 介绍培训时间

A: Do you have any training plans for new employees?[1]
A：你们有对新员工的培训计划吗？

B: Yes. We offer enterprise training courses for our new staff.
B：是的，我们为新员工提供企业培训课程。

A: What kind of training is it?[2]
A：是什么类型的培训呢？

B: It is an internal training organized by the employment department.
B：公司人事部门组织的内部培训。

A: When does the internal training begin?
A：内部培训什么时候开始？

B: Internal training begins at the first week of working.
B：内部培训在工作的第一周开始。

A: How long does it last?
A：内部培训要持续多久？

B: Three days in total, including skill training, staff training and on-the-job training.
B：总共三天，包括技能培训、员工培训和岗位培训。

3 介绍内部培训

A: Can you tell me what is internal training?
A：你能告诉我什么是内训吗？

B: Internal training is a specialized training program for administrative staff.[3]
B：内训是专门为行政管理人员开展的培训项目。

A: What is the purpose of the internal training?[5]
A：内部培训的目的是什么？

B: Our ultimate goal is to improve our employees' working methods and fulfill their potentials.[6]
B：我们的最终目标是改进员工的工作方法，并且激发他们的潜能。

A: What is your training method?
A：你们的培训方式是什么？

B: Our company invites external lecturers to give presentations[7], and our training curriculum is flexible.

B：我们公司邀请外聘讲师做演讲，我们的培训课程很灵活。

A: Are there any differences between internal training and open class?

A：内训与公开课有什么不同吗？

B: Internal training is more targeted and costly than open class.

B：内训比公开课针对性更强，费用也更高。

4 介绍培训经费

A: Do you have internal training for new salesmen?

A：你们给新的销售人员提供内训吗？

B: Our company doesn't provide internal training. Instead, we organize enterprise consultation for new staff members.[3]

B：我们公司不提供内部培训。取而代之的是，我们为新员工组织企业咨询。

A: What is enterprise consultation?

A：什么是企业咨询？

B: It is a long term on-job training, aiming to solve employees' problems in workplace.

B：企业咨询是长期的在职培训，旨在解决员工在工作中的问题。

A: What can I benefit from enterprise consultation?[5]

A：我能从企业咨询中学到什么？

B: It offers practical suggestion in terms of marketing skills, sales psychology and so on.[8]

B：它在销售技巧、销售心理等方面给出实际的建议。

A: Shall I pay for the consulting?

A：我要付咨询费吗？

B: No. Our company will raise money for employees' training expenses.[10] But you must guarantee you won't leave within one year.

B：没必要，我们公司负责员工的培训开销。但是你要保证不会在一年内离职。

31 | 进修机会

即翻即用的场景关键词

点滴积累，扫清障碍

进修课程 Course

mathematics [ˌmæθəˈmætiks] *n.* 数学
design [diˈzain] *n.* 设计
sociology [ˌsəuʃiˈɔlədʒi] *n.* 社会学
economy [iˈkɔnəmi] *n.* 经济
management [ˈmænidʒmənt] *n.* 管理
philosophy [fiˈlɔsəfi] *n.* 哲学
language [ˈlæŋgwidʒ] *n.* 语言
statistic [stəˈtistik] *n.* 统计
art [ɑːt] *n.* 艺术
finance [faiˈnæns] *n.* 财政

进修活动 Event

admit [ədˈmit] *v.* 招收，录取
register [ˈredʒistə] *v.* 注册
enroll [inˈrəul] *v.* （使）加入
lecture [ˈlektʃə] *n.* 演讲
tutorial [tuˈtɔːriəl] *n.* 个人辅导
examination [igˌzæmiˈneiʃən] *n.* 考试
conference [ˈkɔnfərəns] *n.* 商讨会
coursework [ˈkɔːswəːk] *n.* 培训
project [ˈprɔdʒekt] *n.* 项目
practice [ˈpræktis] *n.* 实习

相关人员 Related Personnel

student [ˈstjuːdənt] *n.* 学生
expert [ˈekspəːt] *n.* 专家
consultant [kənˈsʌltənt] *n.* 顾问
coordinator [kəuˈɔːdineitə] *n.* 协调者
professor [prəˈfesə] *n.* 教授
adviser [ədˈvaizə] *n.* 导师
mentor [ˈmentɔː] *n.* 指导者
schoolmate [ˈskuːlˌmeit] *n.* 学校同学
auditor [ˈɔːditə] *n.* 旁听生
partner [ˈpɑːtnə] *n.* 同伴

其他 Others

fellowship [ˈfeləuʃip] *n.* 奖学金
lesson [ˈlesən] *n.* 课程
article [ˈɑːtikl] *n.* 文章
presentation [ˌprezənˈteiʃən] *n.* 报告
transcript [ˈtrænskript] *n.* 成绩单
thesis [ˈθiːsis] *n.* 论文
journal [ˈdʒəːnl] *n.* 日志
timetable [ˈtaimˌteibəl] *n.* 时间表
seminar [ˈseminɑː] *n.* 研讨会
record [ˈrekɔːd] *n.* 成绩

高频使用的短语

"动静"结合，活学活用

名词短语

进修课程 refresher course
课程表 curriculum schedule
加薪 salary increase
情况介绍会 orientation meeting
专业课 specialized course
成人教育 adult education
技术学校 technical school
开卷考试 open-book exam
毕业评估 graduation appraisal
职位责任 position obligation
重点 focal point
开学典礼 opening ceremony
基础课 basic course
选修课 selective course
免试入学制 open admission
普及教育 universal education
教学设施 teaching facilities
成绩单 report card

动词短语

对……有好处 be good for
上课 attend a lecture
旷课 cut a class
复习 go over
被授权 be authorized to do
开阔某人视野 widen one's horizon
授予某人学位 confer a degree on sb.
退学 quit school
缺课 miss a class
记住，掌握 learn by heart
通过考试 pass an examination
激发兴趣 rouse one's interest
获得知识 acquire knowledge

介词短语

有心情做某事 in the mood for sth.
超出某人的能力 beyond one's power
容易，不费力 with ease
支持 in support of
依次，逐一 in sequence
大约，左右 or so
出于自愿 of one's free will
与某人友好 on good terms with sb.
到……时 by the moment
在危急关头 at stake
代表，为了 on behalf of
一劳永逸地，永远地 once and for all

公司鼓励职员进修：

01 Step

This company will support the staff in taking a refresher course regularly. 公司会定期鼓励职员进行进修。

- ☆ This company encourages the staff to take regular refresher courses.
  公司会鼓励职员定期进行进修。
- ☆ Regular refresher courses are advocated by the company to the staff.
  公司提倡职员参加定期进修。
- ☆ The staff will be engaged into regular refresher courses with the support of the company.
  职员会在公司的支持下定期参加进修。

公司负担进修费用：

02 Step

The tuition of this course would be borne by the company.
课程费用由公司承担。

- ☆ The course is at the expense of the company. 课程费用由公司承担。
- ☆ The company will pay for the course. 公司会承担进修课程的费用。

需要进修的职位：

03 Step

As an Internet Engineer in this company, you will have to take part in regular internet technology training courses.
作为这个公司的一名网络工程师，你必须参加定期的网络工程培训课程。

- ☆ This position requires regular training. 这个职位需要定期培训。
- ☆ You aught to take regular training courses. 你必须定期参加培训课程。

进修是职务所需：

04 Step

Continual study is part of your obligation in this position.
不间断地学习也是你职责中的一部分。

- ☆ Sustained study is your professional obligation in this position.
  持续学习是你在这个职位上的职责。
- ☆ Continual study could be regarded as your positon obligation.
  不间断地学习可以被当做是你的职责。

公司对于职员进修的评估：

05 Step

If the company believes that the course is good for your career development, you could take part in it. 如果公司认为这个进修学习班对你的职业发展很有好处，你就可以去参加了。

- ☆ If the company believes that the course will promote your capacity, you could take part in it.
  如果公司认为这个进修学习班可以促进你的职业发展，你就可以去参加了。
- ☆ It depends on whethes the course can imprave your ability. 这取决于课程是否能够提高你的能力。

保留进修者的职位：

06 Step

The company will reserve it for you when you are studying in the refresher course. 公司会在你参加进修学习班期间为你保留职位。

☆ The company will keep the position for you. 公司会为你保留职位。
☆ The position will be reserved for you. 会为你保留职位。

询问进修课程的内容：

07 Step

May I have some information about the detailed contents of the course? 我能了解一下进修课程的具体内容吗？

☆ May I know the detailed curriculum schedule? 我能了解一下进修课程的课程表吗？
☆ What are the courses about? 课程是关于什么的？

进修课程包含的广泛话题：

08 Step

In fact, It deals with a variety of subjects.
事实上，这种进修课程的内容相当广泛。

☆ The course covers a wide range of topics. 课程覆盖范围很广。
☆ The topics are widely chosen. 话题相当广泛。

进修课程的主题：

09 Step

It's mainly about the development of contemporary Internet technology.

☆ The main theme is the development of contemporary Internet technology.
主要话题是当代网络科技的发展。
☆ It's about the latest technology. 关于最新技术的。

公司跟进职员的进修表现：

10 Step

The company needs the feedback report to check your performance in the course. 公司需要根据成绩反馈单来检查你在进修班上的表现。

☆ The company needs a feedback to evaluate your study.
公司需要一份成绩反馈单来评估你的学习。
☆ A feedback is needed for an evaluation. 需要成绩反馈单用来评估。

1 询问进修机会

A: May I ask another question?
A：我可以再问一个问题吗？

B: Sure. Go ahead.
B：当然可以。请说。

A: Will I have any chance to engage in advanced studies in this position?
A：如果我就任了这个职位，我是否有参与进修的机会呢？

B: Of course. You will have the chance.
B：当然，你会有这样的机会。

A: Great!
A：很好！

B: This company will support the staff in taking a refresher course regularly.[1] And the tuition of the course would be borne by the company.[2]
B：公司会定期鼓励职员进行进修。进修课程的费用由公司承担。

2 必须参与的职业进修活动

A: Another thing that I would like to tell you is about the further study on this position.
A：我想告知你的另一件事是有关这个职位的进修学习的。

B: May I get more information about it?
B：我能了解更多的信息吗？

A: OK. As an Internet Engineer in this company, you have to take part in regular Internet technology training courses.[3]
A：好的。作为这个公司的一名网络工程师，你必须参加定期的网络工程培训课程。

B: Do you mean the course is a kind of compulsory study?
B：你的意思是说这个课程是我必须学的吗？

A: You can interpret it that way. Continual study is a part of your obligation in this position.[4]
A：你可以这样理解。不间断地学习也是你的职责中的一部分。

B: What is the frequency of the further study?
B：我多久要参加一次这样的学习活动？

A: About once a month.
A：大概一个月一次。

3 询问公司进修政策

A: Do you have any question?
A：你有什么问题吗？

B: Yes. If I intend to participate in a refresher course while working in this position, what shall I do?
B：是的。如果我在工作期间想要去参加一个进修学习班，我应该怎样做呢？

A: You should provide an application about this and the company will evaluate your decision carefully. If the company believes that the course is good for your career development, you could take part in it.[5]
A：你要向公司提出申请，然后公司会谨慎评估你的申请。如果公司认为这个进修学习班对你的职业发展很有好处，你就可以去参加了。

B: How about my position?

A: The company will reserve it for you when you are studying in the refresher course.[6]

B: Great!

B：那么我的职位呢？

A：公司会在你参加进修学习班期间为你保留职位。

B：太好了！

4 进修活动的内容

A: May I have some information about the detailed contents of the course?[7]

B: Of course.

A: Does the course only focus on Internet technology to improve my professional skill as an Internet Engineer?

B: No. In fact, it deals with a variety of subjects.[8]

A: May I know some examples?

B: It's mainly about the development of contemporary Internet technology.[9] And you could also learn something about Internet economy.

A：我能了解一下进修课程的具体内容吗？

B：当然可以。

A：这种进修课程是不是只教授网络技术，以此来提高我做为网络工程师的专业技能？

B：不是。事实上，这种进修课程的内容相当广泛。

A：你能举一些例子吗？

B：进修课程的主要话题是关于当代网络科技的发展。但是你也可以学到一些有关网络经济的知识。

5 其他相关事宜

A: I would like to know if any feedback of the course is needed?

B: Yes. The company needs the feedback report to check your performance in the course.[11]

A: OK. And besides the feedback, do I need to submit any other report?

B: It depends on the specific situation. Sometimes a written report or an oral one will also be required.

A：我想知道贵公司是否需要查看进修课程的成绩反馈？

B：是的。公司需要根据成绩反馈单来检查你在进修班上的表现。

A：好的。除了反馈单，我是否还需要提交其他形式的报告？

B：这取决于具体的情况。有时也需要书面或口头的报告。

32 | 其他福利

即翻即用的场景关键词

点滴积累，扫清障碍

医疗 Medical Care

physical ['fizikəl] *adj.* 身体的
examination [ig,zæmi'neiʃən] *n.* 检查
thorough ['θʌrə] *adj.* 彻底的
consultation [,kɔnsəl'teiʃən] *n.* 会诊
routine [ru:'ti:n] *adj.* 常规的
periodic [,piəri'ɔdik] *adj.* 定期的
psychological [,saikə'lɔdʒikəl] *adj.* 心理的

集体人寿保险 Group Life Insurance

purchase ['pə:tʃəs] *v.* 购买
coverage ['kʌvəridʒ] *n.* 承保范围
healthcare 保健
community [kə'mju:niti] *n.* 团体
risk [risk] *n.* 风险
premium ['pri:miəm] *n.* 保险费
condition [kən'diʃən] *n.* 状况

津贴 Allowance

allowance [ə'lauəns] *n.* 津贴
subsidy ['sʌbsidi] *n.* 补助
compensation [,kɔmpən'seiʃən] *n.* 补偿
price difference 差价
subsistence [səb'sistəns] *n.* 生计
travel expense 差旅费
rental ['rentl] *n.* 租赁

娱乐活动 Recreational Activity

recreation [,rekri'eiʃən] *n.* 娱乐活动
indoor ['indɔ:] *n.* 室内的
snooker ['snukə] *n.* 台球
chess [tʃes] *n.* 国际象棋
dine [dain] *vt.* 进餐
yoga ['jəugə] *n.* 瑜伽
outdoor ['autdɔ:] *adj.* 户外的
picnic ['piknik] *n.* 野餐
camping ['kæmpiŋ] *n.* 露营
hike [haik] *n.* 徒步旅行

其他福利 Other Welfare

pension ['penʃən] *n.* 养老金
tenement ['tenimənt] *n.* 廉价公寓
permanent residence 永久居住权
shuttle bus 班车
free lunch 免费午餐
additional [ə'diʃənl] *adj.* 额外的
temperature ['tempəritʃə] *n.* 高温

高频使用的短语

"动静"结合，活学活用

名词短语

员工福利 employee benefits
集体人寿保险 group life insurance
额外福利 extra benefits
体检 physical examination
免费体检 free check-up
名额限制 quota limit
生活费 subsistence cost
话费 telephone expenses
住房补内贴 housing allowance
团队建设 team building
企业认同 corporate identity
初衷 original intention
保险费 insurance premium
健康检查 health check
社会福利 social welfare
生活津贴 living allowance
医疗保险 medical insurance
心理咨询 psychological consultation
基本要求 basic requirement
岗位津贴 job subsidies
健康状况 health condition
租赁费 rental cost
郊游 field trip
刚到的人 new arrival
不利选择 adverse selection
总计 total amount

动词短语

租公寓房 rent an apartment
与……不同 differ from
尽最大努力 make great efforts
露营 go camping
充实某人的生活 enrich one's life
带来 bring along
设立 set up
适用于 apply to sth. / sb.

其他短语

更多关于……的 more about
等同于 equal to sth.
有资格做 eligible to do
低风险的 low-risk based
永久居住 live permanently
免费 free of charge
大量的 plenty of
犹豫做…… hesitant to do
无论 regardless of

01 Step

询问其他福利：

I want to know more about your employee benefits.
我想多了解一下你们的员工福利。

- ☆ Could you tell me more about your employee benefits? 你能多告诉我一些员工福利的事吗？
- ☆ Does your company have any welfare for staff? 贵公司为员工提供什么福利吗？
- ☆ Is there any social welfare for new staff? 新员工有社会福利吗？
- ☆ Do you provide extra benefits for employees? 你们为员工提供额外的福利吗？

02 Step

询问津贴数额：

How much is the housing allowance? 住房补贴是多少钱？

- ☆ How much housing allowance can I get? 我能获得多少住房补贴？
- ☆ How much living allowance does the company offer? 公司提供多少生活津贴？
- ☆ What is the amount of living allowance? 生活津贴的数额是多少？
- ☆ What is the total amount of job subsidies? 岗位津贴总共多少？

03 Step

医疗福利：

Our company organizes a thorough physical examination for employees semi-annually. 我们公司每半年为员工组织一次全面的体检。

- ☆ All employees will have a free check-up semi-annually. 所有员工每半年有一次免费体检。
- ☆ We make great efforts to improve employees' medical benefits.
  我们尽最大努力为员工提高医疗福利。

04 Step

住房补贴：

We give housing allowance for staff who rent an apartment.
我们为租房的员工提供住房补贴。

- ☆ You can apply for housing allowance if you rent an apartment.
  如果你租公寓房，可以要求住房补贴。
- ☆ Rental allowance is provided as our employee benefits. 作为员工福利，我们提供住房补贴。
- ☆ We will supplement the price difference in tenement. 我们会补齐公寓房的差价。

05 Step

娱乐活动：

We offer plenty of entertainment activities for our staff.
我们为员工提供大量的娱乐活动。

- ☆ We are not hesitant to organize entertainment activities for our staff.
  我们毫不犹豫地为员工组织娱乐活动。
- ☆ Our company organizes field trip every year as a part of team building.
  作为团队建设的一部分，我们公司每年都组织郊游。
- ☆ In order to enrich employees' lives, our company organizes field trip every month.
  为了丰富员工的生活，我们公司每月都组织郊游。

集体人寿保险：

06 Step

Group life insurance is an insurance that covers people who are the members of the same group. 集体人寿保险的受众是同一团体的员工。

- ☆ We purchase group life insurance for all staff. 我们为所有员工购买集体人寿保险。
- ☆ Group life insurance is low-risk based, with the same proceeds to all the insured. 集体人寿保险风险低，而且对被保险人提供同样的金额。

询问获得福利的资格：

07 Step

Are all people eligible to purchase group life insurance?
所有的人都可以购买集体人寿保险吗？

- ☆ Am I eligible to enjoy the benefit of group life insurance? 我可以受集体人寿保险待遇吗？
- ☆ Am I qualifred to apply for permanent residence? 我可以申请永久居住权吗？

介绍福利发放范围：

08 Step

All people are eligible regardless of their ages and other factors.
所有的人都有资格购买保险，不受年龄和其他因素影响。

- ☆ This welfare applies to everyone regardless of their ages and other factors. 这项福利适用于每一个人，不论他们的年龄和其他因素怎样。
- ☆ This welfare program is suitable to everyone regardless of their ages and other factors. 这个福利项目适用于每一个人，不论他们的年龄和其他因素。
- ☆ There is no restriction on qualification in this welfare program. 这个福利项目没有资格限制。
- ☆ This welfare program is unrestricted on qualification. 这个福利项目没有资格限制。

说明最关心的福利：

09 Step

I truly care about whether I can obtain permanent residence.
我最关心的是我能否得到永久居住权。

- ☆ Permanent residence is my primary concern. 永久居住权是我最在意的。
- ☆ Permanent residence is the only benefit that matters to me. 永久居住权是我唯一在意的。

介绍福利发放的限制：

10 Step

We do offer benefits to all staff members, yet some of those do not apply to new employees.
我们的确向所有员工提供各种福利，但其中一些并不适用于新员工。

- ☆ The difficulty of applying for permanent residence largely depends on your seniority. 申请永久居住权的难易度很大程度上取决于你的资历。
- ☆ Living allowance is not likely to be provided to new employees. 我们通常不会向新员工发放生活补贴。

情景会话实战演习

身临其境，融会贯通

1 免费体检

A: Do you have any question?
A：你有问题要问吗？

B: I want to know more about your employee benefits.[1]
B：我想多了解一下你们的员工福利。

A: OK. Besides life insurance, our company organizes a thorough physical examination for employees semi-annually.[3]
A：好的，除了人寿保险，我们公司每半年为员工组织一次全面的体检。

B: Shall I pay for the health check?
B：我要付体检费吗？

A: No. It is free of charge.
A：不，体检是免费的。

2 介绍住房补贴补助

A: Mr. Brown, are you a local here?
A：布朗先生，你是本地人吗？

B: No. I am a new arrival. So I hope the company provides staff dormitory for me.
B：不是，我是新来的。所以我希望公司给我提供员工宿舍。

A: I am sorry, Mr. Brown. We don't provide staff dormitory, but we give housing allowance for staff who rent an apartment.[4]
A：很抱歉，布朗先生，我们不提供员工宿舍，但是我们为租房的员工提供住房补贴。

B: OK. How much is the housing allowance?[2]
B：好的。住房补贴是多少钱？

A: 800 yuan per month.
A：每月 800 元。

B: But the rental cost here is much higher.
B：但是在这儿租房的价格要远远高于这个。

A: Don't worry. We will supplement the price difference at the end of every year.
A：不要担心，我们会在每年年底补齐差价。

3 介绍公司娱乐活动

A: We offer plenty of entertainment activities for our staff.[5]
A：我们为员工提供大量的娱乐活动。

B: Sounds attempting. What kind of entertainment is it?
B：听起来很诱人，是什么类型的娱乐？

A: Both indoor and outdoor activities are available every year. Indoor activities include snooker, chess and card, yoga, etc.
A：每年都有室内活动和户外活动。室内活动包括台球、棋牌、瑜伽等。

B: How about outdoor activities?
B：那户外活动呢？

A: Our company organizes field trip every year as a part of team building.[5]
A：作为团队建设的一部分，我们公司每年都组织郊游。

B: That's great.
B：太棒了。

4 集体人寿保险

A: Does your company have any welfare for staff?[1]

A：贵公司为员工提供什么福利吗？

B: Yes. Besides 5 regular insurances and housing fund, we provide an additional insurance for all of our employees.

B：是的。除了常规的“五险一金”，我们为所有员工提供一份额外保险。

A: What insurance is it?

A：是什么保险？

B: It is group life insurance.

B：是集体人寿保险。

A: I have never known such kind of insurance. How does it differ from life insurance?

A：我从来不知道有这种保险。它与人寿保险有什么不同？

B: Group life insurance is an insurance that covers people who are members of the same group.[6]

B：集体人寿保险的受众是同一团体的员工。

A: Is the price lower than individual insurance?

A：价格比个人保险低吗？

B: Yes. Group life insurance is low-risk based, with the same proceeds to all the insured.[6]

B：是的，集体人寿保险风险低，而且为被保险人提供同样的金额。

5 介绍其他福利

A: I'd like to ask a few more questions about other welfares of your company.

A：我还想问一些关于贵公司其他福利方面的问题。

B: Go ahead, please.

B：请讲。

A: I truly care about whether I can obtain permanent residence.[9] So I'm wondering if there is any requirement for applying for that?

A：我着实很关心我能否得到永久居住权，所以想请问一下申请过程中有什么要求呢？

B: Well, you see, here's the thing. We do offer benefits to all staff members, yet some of those do not apply to new employees.[10] In this case, the permanent residence doesn't. And the difficulty of applying for that largely depends on your seniority.[10]

B：嗯，你看，事情是这样的。我们的确向所有员工提供各种福利，但其中一些并不适用于新员工。眼下，永久居住权就是其中之一。而且申请的难易度很大程度上取决于你的资历。

A: Okay, I see. Thank you for answering my question.

A：好吧，我知道了。谢谢您回答我的问题。

B: Anytime.

B：不客气。

等着发工资吧

If you are alone, I'll be your shadow. If you want to cry, I'll be your shoulder. If you want a hug, I'll be your pillow. If you need to be happy, I'll be your smile. If you need money…wait for your salary.

如果你感到孤独，我做你的影子。如果你想哭泣，我做你的肩膀。如果你想要拥抱，我做你的枕头。如果你想要快乐，我做你的微笑。如果你想要钱……等着发工资吧！

三个月后上班

A boss told his new employee, "I will give you $8 an hour starting today. And after three months, I'll raise it to $10 an hour. So when would you like to start?"

The new employee replied, "After three months."

一个老板跟他的新职员这样说道："从今天开始，我一小时付你8美元，三个月后加到10美元。怎么样，你什么时候能开始上班？"

那个新职员答道："三个月后。"

Chapter

5

面试职位

33 实习生

34 办公室职员

35 管理人员

36 秘书

37 前台

38 公关人员

39 销售人员

40 司机

33 实习生

即翻即用的场景关键词

点滴积累，扫清障碍

实习 Practice

recruit [riˈkruːt] *n.* 新学员
intern [ˈintəːn] *n.* 实习生
trainee [treiˈniː] *n.* 实习生
fieldwork [ˈfiːldwəːk] *n.* 野外实习
exercise [ˈeksəsaiz] *n.* 练习
praxis [ˈpræksis] *n.* 实践
apprenticeship [əˈprentisʃip] *n.* 学徒期

实习职位 Internship Position

chairman [ˈtʃɛəmən] *n.* 主席
secretary [ˈsekrətəri] *n.* 秘书
controller [kənˈtrəulə] *n.* 管理者
officer [ˈɔfisə] *n.* 高级职员
buyer [ˈbaiə] *n.* 买家
minister [ˈministə] *n.* 部长
supervisor [ˈsjuːpəvaizə] *n.* 监督者
analyst [ˈænəlist] *n.* 分析员
specialist [ˈspeʃəlist] *n.* 专员
cashier [kæˈʃiə] *n.* 出纳员

实习工作 Related Work

accrue [əˈkruː] *v.* 增加，增长
profit [ˈprɔfit] *v.* 获利
assess [əˈses] *v.* 评估
merger [ˈməːdʒə] *n.* 合并
bid [bid] *v.* 投标
import [ˈimpɔːt] *v.* 进口
export [eksˈpɔːt] *v.* 出口
quote [kwəut] *v.* 报价
devise [diˈvaiz] *v.* 策划
response [riˈspɔns] *v.* 回复

工作表现 Job Performance

decent [ˈdiːsənt] *adj.* 得体的
exceptional [ikˈsepʃənl] *adj.* 优越的
ingenious [inˈdʒiːniəs] *adj.* 灵巧的
moderate [ˈmɔdərit] *adj.* 中等的
distinctive [diˈstiŋktiv] *adj.* 与众不同的
dynamic [daiˈnæmik] *adj.* 精力充沛的
noteworthy [ˈnəutˌwəːði] *adj.* 值得关注的
sufficient [səˈfiʃənt] *adj.* 足够的
vague [veig] *adj.* 模糊的
vivid [ˈvivid] *adj.* 生动的

高频使用的短语

"动静"结合，活学活用

名词短语

工作人员 work force
商会 chamber of commerce
旺季 peak season
有效期限 expiration date
副经理 assistant manager
副总经理 deputy general manager
公关部经理 manager for public relations
职员 office clerk
同声传译员 simultaneous interpreter
销售代表 marketing representative
印刷品 printed matter
原料 raw material
空中服务员 flight attendant
行政人员 administration staff
业务主任 business controller
电气工程师 electrical engineer
营销人员 marketing staff
房地产人员 real estate
导游 tourist guide
音乐教师 music teacher

动词短语

经过 get through
收购 buy out
冒险，投机 take a chance
陪伴某人 keep sb. 's company
生效，起作用 take effect
代替，取代 take the place of
呼吁，恳求 appeal to sb.
拿到一半薪水 be on half pay
关闭 shut down
与……交友 be friends with
有影响，起（重要）作用 make a difference
留神，照看 keep an eye on
进步，进展 make progress
通过 get by

介词短语

究竟，到底 in the world
由于，因为 because of
总共，合计 in all
从那时起，自从 ever since
例如，比如 for instance
反复地，来回地 back and forth
首先，尤其是 above all
至于，关于 as for
要是……多好 if only
喘不过气来 out of breath
成两半 in half

需要实习的职位：

01 Step

You would act as a trainee before you could occupy this position formally. 在你正式就任前，要实习一段时间。

☆ An internship would be necessary before you finally get the position.
在正式任职前，有一段试用期。

☆ You'll have to take on a probation first. 你要先实习。

实习期间的表现评估：

02 Step

During this period, your manager will evaluate your performance carefully. 在这段时间里，你的经理会仔细评估你的表现。

☆ During this period, your manager will observe your performance.
在这段时间里，你的经理会观察你的表现。

☆ Your performance will be evaluated during the probation.
实习期内，你的表现会被评估。

询问实习期时长：

03 Step

I would like to know the period of my probation in this position.
我想了解一下我在这个职位上的实习期是多久。

☆ How long is the probation? 实习期是多久？

☆ How long does the probation last? 实习期是多久？

最短实习期时长：

04 Step

The shortest period of the probation is one month.
最短的实习期是一个月。

☆ The probation could be finished in one month if you're good enough.
如果你够优秀，试用期可以在一个月后结束。

☆ One month is the shortest period of the probation.
最短的实习期是一个月。

实习期的薪水：

05 Step

You will be on half pay as a trainee in this position.
你在这个职位上实习的时候将拿到一半的薪水。

☆ You could get a half of the salary when you are a trainee.
你在实习的时候将拿到一半的薪水。

☆ You are on half pay during the probation period.
实习期工资是正常工资的一半。

06 Step

实习期的节假日政策：

You could enjoy holidays as the permanent staff do.
你可以像正式职员一样享受节假日。

- ☆ You can enjoy holidays as all the other membens do. 你可以像其他员工一样享受假期。
- ☆ Holidays are available to all employees. 所有员工均可享受假期。
- ☆ We offer paid holidays to all staff according to law. 我们依法对所有员工提供带薪假期。

07 Step

实习期结束后的福利：

When you finish the probation, you will have all the general welfare.
在实习期结束之后，你就可以享有一切正常的待遇了。

- ☆ When the probation is over, all the general welfare will be available for you.
  在实习期结束之后，你就可以享有一切正常的待遇了。
- ☆ You may well enjoy all benefits ofter the probation. 实习期结束后你可以享受所有福利。

08 Step

实习生的学习任务：

As a trainee in the secretary position, you have a lot of things to be familiar with. 作为一名实习秘书，你需要熟悉很多事情。

- ☆ When you are in the probation as a secretary, you have to learn a lot of things.
  作为一名实习秘书，你需要熟悉很多事情。
- ☆ Being a secretary is not easy. 做秘书不容易。
- ☆ You also need to know the ongoing projects in your department.
  你还要了解你的部门中的现有工作项目。

09 Step

实习期过后的决定：

After the probation, the company will give you a final decision about whether you could be in this position or not.
实习期过后，公司会就你是否能够胜任这个职位给你一个最终决定。

- ☆ The decision will be given right after your probation ends. 实习结束后你会立刻收到决定。
- ☆ Your performance will be evaluated after the probation. 实习后，你的表现会被评估。

10 Step

实习期后签订雇用合同：

After the probation, we will sign the formal contract to confirm your position. 实习期后，我们会签订正式合同来确认你的职位。

- ☆ After the probation, we will establish a contract with you.
  实习结束后，我们会和你答订一份合同。
- ☆ We'll sign a contract with you if you are up to doing the job.
  如果你适合这份工作，我们会和你签订一份合同。
- ☆ We could talk more about the job when I have some experience in this position.
  当我有了关于这个职位的一些经验后，我们可以谈论更多工作上的事宜。

情景会话实战演习

身临其境，融会贯通

1 询问是否需要实习

A: May I ask one more question?

B: Of course. Please!

A: Will I have a probation period in this position?

B: Yes. You would act as a trainee before you could occupy this position formally.[1]

A: OK. I see.

B: And during this period, your manager will evaluate your performance carefully.[2]

A：我能再问一个问题吗？

B：当然可以。请说！

A：我需要在这个职位上实习吗？

B：是的。在你正式就任前，你要实习一段时间。

A：好的。我知道了。

B：在这段时间里，你的经理会仔细评估你的表现。

2 实习期的时长

A: I would like to know the period of my probation in this position.[3]

B: Generally speaking, it is between one and three months.

A: OK. And what could influence its duration?

B: In most cases, it depends on your performance in this position.

A: I understand. And I could learn a lot of things during this period.

B: That is true. And the shortest period of probation is one month.[4]

A：我想了解一下我在这个职位上的实习期是多久。

B：一般来说，实习期是一个月到三个月。

A：好的。实习时间受什么影响？

B：在多数情况下，实习时间取决于你的表现。

A：好的。我懂了。在这段时间内我可以学习很多东西。

B：是的。最短的实习期是一个月。

3 实习期的待遇

A: What else would you like to know about the probation?

B: I would like to know about the salary as a trainee.

A: OK. You will be on half pay as a trainee in this position.[5]

B: How about the holiday?

A: You could enjoy holidays as the permanent staff do.[6]

A：你还想了解有关实习期的什么信息吗？

B：我想知道作为实习生的薪水是多少。

A：好的。你在这个职位上实习的时候将拿到一半的薪水。

B：那节假日呢？

A：你可以像正式职员一样享受节假日。

B: Great!

A: And when you finish the probation, you will have all the general welfare.[7]

B: OK. I got it.

B：太好了！

A：在实习期结束之后，你就可以享有一切正常的待遇了。

B：好的。我知道了。

4 实习期的工作

A: As a trainee in the secretary position, you have a lot of things to be familiar with.[8]

B: Yes. I know.

A: First of all, you should learn to use all of the facilities in the office.

B: OK.

A: And you also need to know the ongoing projects in your department.[7]

A：作为一名实习秘书，你需要熟悉很多事情。

B：是的。我知道。

A：首先，你要学习使用办公室里的所有设备。

B：好的。

A：你还要了解你的部门中的现有工作项目。

5 实习期结束时的相关事宜

A: Let's talk about the related matters after the probation is finished.

B: Great.

A: After the probation, the company will give you a final decision about whether you could be in this position or not.[8]

B: If I get this position, will we have an employment contract?

A: Of course. After the probation, we will sign the contract to confirm your position.[9]

B: Fine. And we could talk more about the job when I have some experience in this position.[10]

A：我们来谈谈实习期结束时的相关事宜吧。

B：太好了。

A：实习期过后，公司会就你是否能够胜任这个职位给你一个最终决定。

B：如果我就任了这个职位，我们会签订正式的雇用合同吗？

A：当然。实习期后，我们会签订正式合同来确认你的职位。

B：好的。当我有了关于这个职位的一些经验后，我们可以谈论更多工作上的事宜。

34 | 办公室职员

即翻即用的场景关键词

点滴积累，扫清障碍

职员 Clerk

clerk [klɑ:k] *n.* 职员
staff [stɑ:f] *n.* 员工
executive [ig'zekjutiv] *adj.* 行政的
assistant [ə'sistənt] *n.* 助理
logistics [lə'dʒistiks] *n.* 后勤工作
typist ['taipist] *n.* 打字员
stenographer [stə'nɔgrəfə] *n.* 速记员

办公用品 Office Supplies

folder ['fəuldə] *n.* 文件夹
notebook ['nəutbuk] *n.* 笔记本
ball pen 圆珠笔
address list 通讯录
scrap paper 便条纸
stapler ['steiplə] *n.* 订书机
calculator ['kælkjuleitə] *n.* 计算器
pin [pin] *n.* 别针
poster ['pəustə] *n.* 海报
tape [teip] *n.* 胶带
scissors ['sizəs] *n.* 剪子

职责 Responsibility

archive ['ɑ:kaiv] *n.* 档案
application [ˌæpli'keiʃən] *n.* 申请
report [ri'pɔ:t] *n.* 报告
procurement [prə'kjuəmənt] *n.* 采购
distribution [ˌdistri'bju:ʃən] *n.* 分发
reservation [ˌrezə'veiʃən] *v.* 预订
publicize ['pʌblisaiz] *n.* 宣传
summary ['sʌməri] *n.* 总结

技能 Skills

statistics [stə'tistiks] *n.* 统计学
management ['mænidʒmənt] *n.* 管理
message processing 信息处理
cooperation [kəuˌɔpə'reiʃən] *n.* 合作
arrangement [ə'reindʒmənt] *n.* 安排
data processing 数据处理
verbal ['və:bəl] *n.* 言辞的

素质 Quality

careful ['kɛəfəl] *adj.* 细心的
cautious ['kɔ:ʃəs] *n.* 谨慎的
comprehensive [ˌkɔmpri'hensiv] *adj.* 全面的
endurance [in'djuərəns] *n.* 忍耐力
considerate [kən'sidərit] *adj.* 考虑周全的

高频使用的短语

"动静"结合，活学活用

名词短语

办公室职员 office clerk
英语水平 English level
相关经验 relevant experience
外企 foreign company
档案管理 file management
总部 head office
程序语言 program language
联合检查 joint survey
保险公司 insurance agent
工作流程 work flow
行政能力 executive ability
办公室工作经验 office experience
日常对话 daily conversation
行政事务 administrative affair
传真机 fax machine
数据库管理员 database administrator
技术设计 technical design
相关材料 relevant document
售后服务 after-sale service
不合理要求 unreasonable demand

动词短语

整理 tidy up
给……留言 take message
实行 carry out
起草 draw up
处理索赔 handle a claim
对……熟悉 be familiar with sb. /sth
有资格的 be qualified for
收集数据 collect data
渴望 crave for
操作机器 operate a machine
请坐 take a seat
有义务做 be obliged to do
擅长于 be adept at
任命某人为…… appoint sb. as…

形容词词组

机智的 quick witted

副词短语

兢兢业业地 with assiduity
重复地 time and again
任劳任怨地 without complaint
朝气蓬勃地 in vigor and vitality
一刻不停地 without a break

场景中脱口而出的单句

实战口语，步步为营

01 Step 询问相关经验：

Do you have any office experience? 你有什么办公室工作经验吗？

☆ Have you worked in a similar position before? 你过去做过类似的工作吗？
☆ Have you ever worked as office clerk? 你曾经当过办公室职员吗？

02 Step 询问办公室技能：

Have you learned filing about English documents? 你学过英文文件归档吗？

☆ Could you file in English? 你能用英文归档吗？
☆ Can you operate fax machine? 你能操作传真机吗？
☆ How about you skills on computer? 你的计算机技能怎样？

03 Step 介绍办公室职员的职责：

You are expected to answer the phone in English and sometimes take messages. 你要用英语接电话，有时候需要作留言记录。

☆ Office work involves a lot of typing and filing.
办公室工作包括大量的打字和英文文件归档工作。
☆ Typing and filing are the two main duties of an office clerk.
打字和英文文件归档是办公室职员的两大职责。

04 Step 行政人员职责：

An administrator is responsible for administrative affairs. 行政人员要负责行政事务。

☆ Administrative affairs include arranging files and drawing up plans.
行政事务包括管理档案和起草计划。
☆ An administrator manages many personnel affairs.
行政人员处理很多与人员有关的事务。

05 Step 询问办公室职员的职责：

If you are appointed as a database administrator, what are your duties? 如果你被任命为数据库管理员，你的职责是什么？

☆ What do you think is the major responsibility of an administrator?
你认为行政人员的主要职责是什么？
☆ What is the main duty of an office clerk?
办公室职员的主要职责是什么？

介绍数据库管理员的职责：

06 Step

I need to monitor technical designs, manage projests files, guarantee database functions and solve problems in time. 我需要监控技术设计、管理工程档案、确保数据库功能并且及时解决问题。

- ☆ A database administrator is obliged to monitor technical designs and manage files of projects. 一名数据库管理员有义务负责监控技术设计和管理工程档案。
- ☆ A database administrator is responsible for monitoring technical designs and managing files of projects. 一名数据库管理员主要负责监控技术设计和管理工程档案。

介绍应聘办公室职员需要的素质：

07 Step

I don't know how to operate a fax machine, but I am a quick learner. 我不知道怎样操作传真机，但是我学得很快。

- ☆ I am careful and quick witted. 我很细心并且头脑灵活。
- ☆ An office clerk should be thoughtful and flexible. 一个办公室职员应该考虑周到、处事灵活。

询问处理索赔的工作流程：

08 Step

What are the usual procedures of handling a claim? 处理索赔的通常步骤是什么？

- ☆ What is the work flow of handling a claim? 处理索赔的工作流程是什么？
- ☆ How to settle a claim from customers? 怎样处理客户的索赔要求？

售后服务人员的职责：

09 Step

You must safeguard the company's interest. 你必须维护公司利益。

- ☆ After-sales staff need to prevent conflicts with costomers. 售后服务人员需要避免与客户冲突。
- ☆ After-sales staff should know all the details of the product. 售后人员应了解产品的所有细节。

售后服务工作的内容：

10 Step

I will call for a joint survey by representatives of our company and the insurance agent. 我会要求本公司代表和保险公司联合检查。

- ☆ You should collect relevant documents before the investigation. 在调查前，你应当收集相关材料。
- ☆ You must input the result of the survey as a record. 你必须把调查结果输入计算机作为记录。

情景会话实战演习

身临其境，融会贯通

1 应聘普通办公室职员

A: I am Edwin, manager of Human Resource Department. May I ask your name?

A：我是埃德温，人力资源部经理。你叫什么名字？

B: My name is Jennifer. I have come to apply for an office clerk job.

B：我叫詹尼弗，我来应聘办公室职员。

A: Do you have any office experience? [1]

A：你有任何办公室工作经验吗？

B: Yes. I had a part-time job in a private company last summer vacation.

B：有，我去年暑假在一家私企做过兼职工作。

A: What did you do there?

A：你在那里都做什么？

B: I did some simple jobs, such as inputing data, tidying up materials and typing on the computer.

B：我做一些简单的工作，比如录入数据、整理材料和打字。

A: How fast can you type?

A：你打字速度有多快？

B: I can type 65 words per minute.

B：我每分钟能打 65 个词。

2 办公室职员的英语要求

A: OK, Jennifer, how is your English ability?

A：好的，詹尼弗，你的英语能力怎么样？

B: Not bad. I have passed CET-4 in university.

B：不错，我在大学通过了大学英语四级考试。

A: Have you learned filing about English documents? [2]

A：你学过英文文件归档吗？

B: Pardon?

B：您什么意思？。

A: Can you file in English?

A：你能处理英文文件吗？

B: Sorry, I can't. But I am glad to learn.

B：报歉，我不会，但是我很乐意学习。

A: On this job, you are expected to answer the phone in English and sometimes take messages. [3] The job also involves a lot of typing and filing.

A：在这个工作中，你要用英语接电话，有时候需要做留言记录。这项工作还包括大量的打字和英文文件归档工作。

3 行政办公室人员

A: What do you think is the major responsibility of an administrator? [5]

A：你认为行政人员的主要职责是什么？

B: An administrator is responsible for administrative affairs,[4] such as arranging files, carrying out the company's regulations, drawing up plans and so on.

B：行政人员主要负责行政事务，比如管理档案、落实公司规章制度，起草计划等。

A: Exactly, you may also need to negociate with other departments. By the way, can you operate a fax machine?

A：很好，你还负责与其他部门联络沟通。顺便一说，你会操作传真机吗？

B: I don't know how to operate it, but I am a quick learner.[7]

B：我不知道怎样操作传真机，但是我学得很快。

4 办公室技术员

A: If you are appointed to be a database administrator, what duties do you have?[5]

A：如果你被任命为数据库管理员，你的职责是什么？

B: I need to monitor technical designs, manage projects files, guarantee database functions and solve problems in time.[6]

B：我需要监控技术设计、管理工程档案、确保数据库功能并且及时解决问题。

A: Why do you think you are qualified for this position?

A：为什么觉得自己能够胜任这个职位？

B: First, I am careful and cautious when monitoring databases. Second, I think I am professional in this area.

B：首先，我在监控数据库的时候很细致谨慎。其次，我觉得自己在这一领域很专业。

5 售后服务办公室职员

A: What are the usual procedures of handling a claim?[8]

A：处理索赔的通常步骤是什么？

B: First, I will collect all the relevant documents. Then, I will call for a joint survey by representatives of our company and the insurance agent.[10] Based on the survey results, consumers can or cannot get the compensation.

B：首先，我会收集相关材料。然后，我会要求公司代表和保险公司联合检查。根据查检报告决定消费者是否可以得到索赔。

A: Very good. What skills are needed for this job?

A：非常好。这个工作需要什么技能？

B: First and foremost, one must be flexible and quick-witted, so as to settle the case appropriately.

B：首先并且最重要的是，必须灵活机智，这样才能妥善处理问题。

35 管理人员

即翻即用的场景关键词

点滴积累，扫清障碍

管理工作的内容 Management Content

mission [ˈmiʃən] *n.* 任务
objective [əbˈdʒektiv] *n.* 目标
environment [inˈvaiərənmənt] *n.* 环境
investment [inˈvestmənt] *n.* 投资
industry [ˈindəstri] *n.* 产业
efficiency [iˈfiʃənsi] *n.* 效率
power [ˈpauə] *n.* 权力
authority [ɔːˈθɔriti] *n.* 权威
product [ˈprɔdʌkt] *n.* 产品
surplus [ˈsəːpləs] *n.* 盈余，过剩

管理方式 Management Approach

approach [əˈprəutʃ] *n.* 方式
process [ˈprəuses] *n.* 过程
principle [ˈprinsəpl] *n.* 原则
technique [tekˈniːk] *n.* 技巧
strategy [ˈstrætidʒi] *n.* 策略
regulation [ˌregjuˈleiʃən] *n.* 规则
system [ˈsistəm] *n.* 系统
procedure [prəˈsiːdʒə] *n.* 步骤
rule [ruːl] *n.* 规定
ethic [ˈeθik] *n.* 道德，规范，伦理

管理特点 Management Feature

diligent [ˈdilidʒənt] *adj.* 勤勉的
thoughtful [ˈθɔːtfəl] *adj.* 体贴的
sensible [ˈsensəbl] *adj.* 合理的
intensive [inˈtensiv] *adj.* 集中的
respectable [rɪˈspektəbəl] *adj.* 值得尊重的
intellectual [ˌintiˈlektʃuəl] *adj.* 有才智的
credible [ˈkredəbl] *adj.* 值得信赖的
politic [ˈpɔlitik] *adj.* 周密的，谨慎的
disinterested [disˈintristid] *adj.* 无私的，公平的
ingenious [inˈdʒiːniəs] *adj.* 精巧的，独创的

其他 Others

function [ˈfʌŋkʃən] *n.* 功能
attitude [ˈætitjuːd] *n.* 态度
conflict [ˈkɔnflikt] *n.* 冲突
deviation [ˌdiːviˈeiʃən] *n.* 偏差
morale [mɔˈrɑːl] *n.* 士气
strength [streŋθ] *n.* 长处，力量
weakness [ˈwiːknis] *n.* 缺点
status [ˈsteitəs] *n.* 地位
trait [treit] *n.* 品质
factor [ˈfæktə] *n.* 因素

高频使用的短语

"动静"结合，活学活用

名词短语

总经理 general manager
质量和数量 quality and quantity
管理理念 management philosophy
民主管理 democratic management
支持型领导者 supportive leadership
管理职能 managerial function
人际关系 human relations
董事会 board of directors
公司形象 company image
行政管理能力 administrative ability
人力资源经理 human resources manager
焦点 central issue
独裁管理 dictatorial management
制胜法宝 magic weapon
现代经营管理 modern operational management
经验法 empirical approach
先进技术 advanced technology
激励方法 motivational techniques
民主式领导 democratic leader

动词短语

对……负责 be responsible for
看重，高度赞扬 praise highly
消除误会 eliminate misunderstanding
用完，用光 use up
习惯于，适应于 be accustomed to
（使）被理解 get across
关注 follow sth. with interest
坚持做 keep doing
解决 dispose of
解决，算出 work out
自豪，高兴 be proud of
克服，解决（问题）get over

介词短语

主管，负责 in charge of
比较起来 by comparison
在……条件下 on condition that
彻头彻尾，完全 from tip to toe
与……一致，按照 in line with
从某种意义上说 in a sense
代替 instead of
刚……就…… hardly... when
在远处 in the distance
匆忙地，立即 in a hurry
通常，一般说来 as a rule
从不，决不 at no time

经验对于管理人员的重要性：

01 Step

It's undeniable that experience is very important for a general manager. 没有人可以否认经验对于总经理的重要性。

☆ No one can deny the importance of experience. 没有人可以否认经验的重要性。
☆ No one could doubt the importance of experience. 经验的重要性毋庸置疑。

工作经验：

02 Step

I was responsible for all the general matters in that company.
我负责管理那家公司的所有日常事务。

☆ I was in charge of all the general matters. 其负责所有日常事务。
☆ I managed all the general matters in that company. 我管理那家公司的所有日常事务。

管理人员的职责：

03 Step

The main duty of a human resources manager is to make each staff happily work here.
人力资源经理的首要职责是要让每一位职员在这里快乐地工作。

☆ The main duty of a human resources manager is to let each staff feel satisfied.
人力资源经理的首要职责是要让每一位职员感到满足。
☆ A human resources manager may handle many trivial things related to personnel.
人事经理可能要处理诸多与人员有关的琐事。

人事管理人员的职责：

04 Step

The obligation of a personnel manager is to deal with all sorts of issues about manpower resources.
人事经理的职责囊括对各种人力资源问题的处理。

☆ A personnel manager should handle varied affairs of staff management, such as salary, holiday, evaluation, and turnover. 一个人事经理应该经手各种人员管理事务，比如薪金发放、节假日安排、人员评估以及人事变动等。
☆ Personnel management requires one's comprehensive abilities to motivate and organize people. 做好人事管理工作，需要有激励和组织员工的综合能力。

产品管理人员的主要职责：

05 Step

I believe that as a production manager I have to supervise the quality and quantity of the products.
我相信作为一个产品管理人员要监督产品的质量和数量。

☆ The production manager should be responsible for the quality and quantity of the products.
产品管理人员应该对产品的数量和质量负责。
☆ The production manager should focus on the trend of the marbet. 产品管理人员应该关注市场趋势。

06 Step

提倡民主管理：

I think highly of the democratic management.
我很推崇民主管理。

☆ I advocate a democratic management. 我提倡民主管理。
☆ I think democratic management is better than the dictatorial one.
我认为民主管理比独裁管理好。

07 Step

管理理念的重要性：

A good management philosophy is a great asset for a successful general manager. 合理的管理理念是一名成功的总经理的重要资本。

☆ A reasonable management philosophy is the key factor for a general manager's success.
合理的管理理念是一名总经理的成功要素。
☆ A reasonable management philosophy could establish success for a general manager. 合理的管理理念可以造就一名总经理的成功。

08 Step

管理方式：

I will adjust my management approach according to the situation.
我会根据实际情况调整我的管理方式。

☆ I will always inspire my staff. 我会时刻鼓舞员工。
☆ I'll communicate with others to eliminate misunderstanding.
我会与其他人沟通以消除误会。

09 Step

鼓励职员：

I try to motivate the staff to be creative and confident all the time.
我时刻鼓励职员要有创造力和自信。

☆ Instead of blaming and criticizing my employees for their mistakes, I tend to encourage them to learn from their faults. 与其批评指责我的员工，我更倾向于鼓励他们吸取教训。
☆ It's crucial for a team leader to motivate his members in management.
一个领导在管理工作中对团队成员的激励是至关重要的。

10 Step

发现员工优点：

I always try to find out each employee's strong points.
我总是努力发现每个员工的优点。

☆ Each person has his or her own merits and weaknesses.
每个人都有自身的优点和缺点。
☆ You can't deny an employee's merits for his or her weaknesses.
你不能因一名员工的弱点而否定他/她的优点。

1 询问管理经验

A: Could you introduce your related experience to me?

A：你可以介绍一下你的相关经验吗？

B: Of course. I was a general manager in the Future Company for five years. And I am quite experienced in this position.

B：当然。我在未来公司当了五年的总经理。我对于这个职位经验丰富。

A: What was your duty at that time?

A：那时你的职责是什么？

B: I was responsible for all of the general matters in that company,[2] focusing on commercial development.

B：我负责管理公司的所有日常事务，并以商业发展为核心。

2 管理人员

A: How do you interpret the duty of a human resources manager?

A：你怎样理解人力资源经理的职责呢？

B: I believe that the staff are the foundation of the company. The main duty of a human resources manager is to make each staff happily work here.[3]

B：我相信职员是公司的根基。人力资源经理的首要职责是要让每一位职员在这里快乐地工作。

A: I agree.

A：我同意。

B: To achieve this aim, the manager should be careful about each detailed matter of the staff.

B：为了实现这个目标，管理人员应该用心处理有关职员的每一个细节问题。

A: What do you mean by "detailed matter"?

A：你说的"细节问题"指的是什么？

B: Such as salary, holiday, evaluation, turnover and so forth.

B：例如工资、节假日、评估和流动等。

3 产品管理人员

A: Why are you so confident about your capability for this position?

A：为什么你确信自己可以胜任这个职位呢？

B: I have rich experience on this position. And I understand the duty of this position very well.

B：对于这个职位我有丰富的经验。对于这个职位的职责我也有很深刻的理解。

A: Would you like to share your understandings with me?

A：你愿意与我分享你的见解吗？

B: Of course. I believe that as a production manager I have to supervise the quality and quantity of the products.[5]

B：当然。我相信作为一个产品管理人员要监督产品的质量和数量。

A: That is obvious.

B: And I should focus on the trend of the market.[5] What's more, I want to be a specialist on production technology as well.

A：显而易见。

B：我也需要了解市场趋势。此外，我还要成为一名产品生产技术上的专家。

4 管理理念

A: Considering you're applying for the position of general manager, I'd like to hear your understanding of management philosophy.

B: Of course. First of all, I think a good management philosophy is a great asset for a successful general manager.[7] Yet every enterprise has its own culture, I will adjust my management approach according to the situation.[8]

A: Please go on.

B: Well, although our employees may have their own special personalities, I believe that each and every one of them can achieve a better work status with encouragement. So I try to motivate the staff to be creative and confident all the time.[9]

A: That was enlightening.

B: I'm flattered.

A：鉴于您申请的是总经理一职，我希望您谈谈您个人对管理理念的理解。

B：当然。首先，我认为合理的管理理念是一名成功总经理的重要资本。但每个企业都有其独特的企业文化，我会根据实际情况调整我的管理方式。

A：请继续。

B：尽管我们的员工也许都有着他们自身的性格特点，我始终相信他们中的每一个人都可以在鞭策鼓励之下达到更好的工作状态。所以我时刻鼓励职员有创造力和自信。

A：您讲的很有启发性。

B：您过奖了。

5 调整管理方式

A: Each company has its special situation. What would you do if your management approach does not work in this company?

B: I think the first thing I have to do is the discrepancy analysis. I should know the reason of the failure.

A: Fine.

B: And then I will adjust my management approach according to the situation.[8]

A: How?

B: I would revise the management strategy and communicate more with the staff.

A：每个公司的具体情况不同。如果你的管理方式在这个公司中不起作用，你该怎么办？

B：我认为我首先要做的是矛盾分析。我要知道我的管理方式失败原因。

A：很好。

B：然后我会根据实际情况调整我的管理方式。

A：怎么调整呢？

B：我会调整管理策略，与员工更多地沟通。

36 | 秘书

即翻即用的场景关键词

点滴积累，扫清障碍

秘书 Secretary

secretary ['sekrətəri] *n.* 秘书
secretarial [ˌsekrə'teriəl] *adj.* 秘书的
junior ['dʒu:niə] *adj.* 初级的
senior ['si:niə] *adj.* 高级的
executive [ig'zekjutiv] *adj.* 执行的
private ['praivit] *adj.* 私人的
confidential [ˌkɔnfi'denʃəl] *adj.* 机密的

办公设备 Office Equipment

printer ['printə] *n.* 打印机
duplicator ['dju:plikeitə] *n.* 复印机
projector [prə'dʒektə] *n.* 投影仪
multimedia [ˌmʌlti'mi:diə] *adj.* 多媒体的
scanner ['skænə] *n.* 扫描机
typewriter ['taipˌraitə] *n.* 打字机
recorder [ri'kɔ:də] *n.* 录音机

素质 Quality

elegant ['eligənt] *adj.* 优雅的
dignified ['dignifaid] *adj.* 端庄的
modest ['mɔdist] *adj.* 谦虚的
decency ['di:sənsi] *n.* 得体
systematic [ˌsisti'mætik] *adj.* 有系统性的
ruly ['ru:li] *adj.* 有条不紊的

职业特征 Job characteristics

service ['sə:vis] *n.* 服务
intellectual [ˌinti'lektʃuəl] *a.* 智力的
stability [stə'biliti] *n.* 稳定性
specialty ['speʃəlti] *n.* 专业性
feminization ['feminaizeiʃən] *n.* 女性化
passiveness ['pæsivnis] *n.* 被动性
potential [pə'tenʃəl] *n.* 潜能
confidentiality [ˌkɔnfiˌdenʃi'æliti] *n.* 机密性

职能 Responsibility

ancillary [æn'siləri] *adj.* 辅助的
assist [ə'sist] *v.* 协助
dictation [dik'teiʃən] *n.* 口述
type [taip] *v.* 打字
shorthand ['ʃɔ:thænd] *n.* 速记
draft [drɑ:ft] *v.* 起草
remind [ri'maind] *v.* 提醒
file [fail] *v.* 归档
memo ['meməu] *n.* 备忘录

高频使用的短语

"动静"结合，活学活用

名词短语

秘书学 secretarial studies
打字速度 typing speed
商务信件 business correspondence
执行秘书 executive secretary
机要秘书 confidential secretary
绝密 strict secrecy
复印机 duplicating machine
正常速度 ordinary speed
公务员 civil servant
专业课程 specialized course
秘书工作 secretarial work
打字技能 typing skill
初级秘书 junior secretary
秘书实务 Secretarial Principles
总经理 general manager
辅助工作 ancillary work
琐碎的工作 trivial work
绝密政策 supersecret policy

动词短语

打出 type out
记下 take down
通过考试 pass a test
侍茶 serve tea
处理 deal with
越权 exceed one's powers
泄密 blow the gaff
录入数据 input data
作口授记录 take dictation
试验 try out
重温 brush up
作笔记 take notes
听从 submit to
承担，接管 take over
确保安全 ensure security
乐于做…… be eager to do sth.

副词短语

有条不紊地 like clockwork
反复地 back and forth
独立地 on one's own

介词短语

在大多数情况下 in most cases
以速记法 in shorthand
在巨大压力下 under great pressure
每分钟 per minute
在贸易公司 in a trade company
誓不泄密 under pledge of secrecy

01 Step

询问秘书的课程：

What courses have you taken in English Secretarial Studies?
你都上过英语秘书学的什么课程？

- ☆ Have you learnt English Secretarial Studies?
  你学过英语秘书学吗？
- ☆ What specialized courses did you take in Secretarial Studies?
  你学过秘书学的哪些专业课程？
- ☆ What specialized courses does English Secretarial Studies include?
  英语秘书学包括哪些专业课程？

02 Step

询问打字技能：

Can you type this document out? 你能把这个文件打出来吗？

- ☆ What about your typing speed? 你的打字速度怎么样？
- ☆ How fast can you type? 你的打字速度有多快？
- ☆ How about your typing skill? 你的打字技能如何？
- ☆ Are you a good typist? 你是个好打字员吗？

03 Step

介绍打字技能：

I can type more than 70 words per minute.
我每分钟打 70 个词以上。

- ☆ My typing speed is 70 words per minute. 我的打字速度是每分钟 70 个词。
- ☆ I type fast without typing errors. 我打字很快，没有错误。
- ☆ I am the best typist in our company. 我是我们公司最好的打字员。

04 Step

询问速记技能：

What about your shorthand? 你的速记怎么样？

- ☆ Do you know shorthand? 你懂速记吗？
- ☆ Did you pass the shorthand test? 你通过速记考试了吗？
- ☆ Can you take down the minute in shorthand? 你能把会议记录速记下来吗？
- ☆ Can you take notes in shorthand? 你能用速记作笔记吗？

05 Step

介绍速记技能：

I can take notes in shorthand. 我能用速记作笔记。

- ☆ I have brushed up my shorthand. 我复习了我的速记。
- ☆ I can take dictation in English at 100 words per minute.
  我的英语笔录速度是 100 个词每分钟。
- ☆ I am an extraordinary stenographer. 我是一名出色的速记员。

06 Step

初级秘书的工作内容：

As a junior secretary, I mainly did routine office work, such as typing, filing, answering telephones and serving teas. 作为初级秘书，我主要做一些日常办公室工作，比如打字、归档、接电话和侍茶。

- ☆ Junior secretaries mainly do basic office affairs.
  初级秘书主要做一些基础的办公室工作。
- ☆ Junior secretarial work includes typing, filing, data inputting and records updating.
  初级秘书工作包括打字、归档、数据录入和记录更新。
- ☆ A junior secretary's work contains data inputting and records updating.
  初级秘书的工作包括数据录入和记录更新。
- ☆ Filing and typing are two common tasks for a junior secretary.
  归档和打字是初级秘书的两项日常工作。

07 Step

询问秘书的职业性质：

Do you know the features of secretarial work?
你知道秘书工作的特点是什么吗？

- ☆ What is the nature of secretarial work?
  秘书工作的性质是什么？
- ☆ What would you say about the essence of secretarial work?
  你说秘书工作的本质是什么？
- ☆ What are the special features of secretarial work?
  秘书工作的特殊性质是什么？

08 Step

介绍秘书的职业性质：

Doing secretarial work means you have to deal with trivial things.
做秘书工作意味着你不得不处理琐碎的事情。

- ☆ Secretarial work is kind of passive because you must submit to other's directions in most cases. 秘书工作有点被动，因为你在大多数情况下都必须听从别人的指挥。
- ☆ A secretary cannot exceed her powers. 秘书不能越权。
- ☆ The most obvious feature of secretarial work is its ancillary.
  秘书工作最显著的特点是它的辅助性。
- ☆ Secretaries should be eager to help others finish their work.
  秘书应该愿意帮助别人完成他们的工作。

09 Step

介绍秘书的素质：

A qualified secretary is able to work independently and do work well under great pressure.
一名合格的秘书能够独立工作，即使在巨大压力下也能做好工作。

- ☆ A qualified secretary is expected to work independently and take over daily affairs.
  一名合格的秘书能够独立工作，并且能接管日常事务。
- ☆ A good secretary is extremely systematic when doing things.
  一名好的秘书做事要有条理。
- ☆ A good secretary needs to be very hardworking. 一名好的秘书需要非常勤奋地工作。

1 介绍秘书的课程

A: Hello, Ms. Emma. Let's begin with your educational background.

A：你好，艾玛女士，让我们从你的教育背景开始。

B: OK. I specialize in English Secretarial Studies.

B：好的，我专攻英语秘书学。

A: What courses have you taken in English Secretarial Studies? [1]

A：你都上过英语秘书学的什么课程？

B: I have taken courses as Business English, Public Relation, Secretarial Principles and Computer.

B：我学过商务英语、公共关系、秘书实务和计算机。

A: How about your typing and shorthand?

A：你的打字和速记怎么样？

B: I can type more than 70 words per minute[3] and take dictation in English at 120 words per minute.

B：我每分钟打 70 个词以上，我的英语笔录速度是 120 字每分钟。

A: Brilliant! Can you type this document out? [2]

A：太棒了，你能把这个文件打出来吗？

B: No problem.

B：没问题。

2 介绍秘书的工作经验

A: Do you have any experience with secretarial work?

A：你以前有过秘书工作经验吗？

B: Yes. I have several years' experience in this field.

B：是的，我在这个领域有一些年的工作经验。

A: What sort of work did you do in your previous job?

A：你以前的工作都做些什么？

B: As a junior secretary, I mainly did routine office work, such as typing, filing, answering telephones and serving teas.[6] But two years later, I was promoted to senior secretary.

B：作为初级秘书，我主要做一些日常办公室工作，比如打字、归档、接电话和侍茶。但是两年以后，我被晋升为高级秘书。

A: What did you do as senior secretary?

A：作为高级秘书你要做些什么？

B: I began to draft business correspondence for the general manager.

B：我开始为总经理起草商务信函。

3 介绍秘书工作的职责

A: Please say something about your past experience.

A：请介绍一下你过去的工作经验。

B: I worked as executive secretary in a trade company. I was in good terms with peers and our boss.

B：我在一家贸易公司做行政秘书。我与同事和老板都相处融洽。

A: What are your responsibilities?

A：你的工作职责是什么？

B: I was in charge of daily office work and I typed all letters and documents in our office. Besides, I was the only one who could take dictation in our company.

B：我负责办公室的日常事务，打印办公室所有信件和材料。此外，我是公司唯一能作速记的人。

4 介绍秘书的职业性质

A: Do you know the features of secretarial work?[7]

A：你知道秘书工作的特点是什么吗？

B: Doing secretarial work means you have to deal with trivial things.[8]

B：做秘书工作意味着你不得不处理琐碎的事情。

A: That's right. Anything else?

A：很对。还有其他的吗？

B: Secretarial work is kind of passive because you must submit to other's directions in most cases.[8]

B：秘书工作有点被动，因为你在大多数情况下都必须听从别人的指挥。

A: Yes, and you need to be very hardworking. Could you tell me what your special skills are as a successful secretary?

A：是的，而且你还需要勤奋的工作。你能告诉我作为一名成功的秘书，你的特殊技能是什么？

B: I am always willing to assist other people to finish their work.

B：我总是愿意帮助别人完成他们的工作。

5 介绍秘书的职业素质

A: What specific duties do I have as a secretary in a trading company?

A：作为秘书，在贸易公司我的具体职责是什么？

B: Nothing different from the work of a common secretary. However, as a foreign company, you need to file and write in English. Is that OK with you?

B：这与普通的秘书没有什么不同。但是，作为外企，你需要用英文归档和书写。你可以吗？

A: Yes. English secretary studies is my major in university.

A：是的，英语秘书学是我大学的专业。

B: What qualities do you think a secretary should have?

B：顺便问一下，秘书应该具备什么素质？

A: A qualified secretary is able to work independently and do work well even under great pressure.[9]

A：一名合格的秘书能够独立工作，即使在巨大压力下也能做好工作。

37 前台

即翻即用的场景关键词

点滴积累，扫清障碍

日常工作 Daily Jobs

receive [ri'si:v] *v.* 接待
assist [ə'sist] *v.* 辅助
classify ['klæsifai] *v.* 分类
appoint [ə'pɔint] *v.* 约定
connect [kə'nekt] *v.* 联系
report [ri'pɔ:t] *v.* 报告
notify ['nəutifai] *v.* 通知
dispatch [dis'pætʃ] *v.* 快速处理
recommend [ˌrekə'mend] *v.* 建议，推荐
launch [lɔ:ntʃ] *v.* 开展

接听电话 Telephone Conversation

telephone ['telifəun] *n.* 电话
code [kəud] *n.* 编号
dial ['daiəl] *v.* 拨号
extension [iks'tenʃən] *n.* 分机
message ['mesidʒ] *n.* 信息
signal ['signəl] *n.* 信号
switchboard ['switʃbɔ:d] *n.* 总机
courtesy ['kə:tisi] *n.* 礼貌
caller ['kɔ:lə] *n.* 呼叫者
disconnect [ˌdiskə'nekt] *v.* 断线

邮寄 Mail

waybill ['weibil] *n.* 运货单
warehouse ['wɛəhaus] *n.* 仓库
carrier ['kæriə] *n.* 运货者
invoice ['inˌvɔis] *n.* 发货单
commodity [kə'mɔditi] *n.* 商品
consignee [ˌkənsai'ni:] *n.* 收件人
container [kən'teinə] *n.* 容器，货柜
tariff ['tærif] *n.* 关税
packing ['pækiŋ] *n.* 包装
fee [fi:] *n.* 费用

文件 Document

identification [aiˌdentifi'keiʃən] *n.* 身份证明
certificate [sə'tifikit] *n.* 证明书
invitation [ˌinvi'teiʃən] *n.* 请柬
order ['ɔ:də] *n.* 订单
advertisement [əd'və:tismənt] *n.* 广告
agenda [ə'dʒendə] *n.* 议事日程
draft [drɑ:ft] *n.* 草案
minutes ['minits] *n.* 会议记录
registration [ˌredʒi'streiʃən] *n.* 登记册
notebook ['nəutbuk] *n.* 笔记簿

高频使用的短语

“动静”结合，活学活用

名词短语

接待处，前台 the reception desk
柜台，服务台 front desk
第一印象 primary impression
常识 common sense
留言机 answering machine
出入证 key card
总机接线员 telephone operator
零星的杂事 odds and ends
电话会议 telephone conference
换工作，跳槽 job hopping
得体的举止 decent behaviour
升职前景 the prospect for promotion
服务行业 the service industry
应酬 social engagement
总台 information desk
私人助理 personal assistant
档案系统 filing system

动词短语

换工作 change a job
侧重 lay stress on
最好 be well advised to do
与某人联系上 get hold of sb.
讨论 go over
延期 put off
给某人提供 provide sb. with
劝说 advise to do
提议做某事 offer to do sth.
flow down 传达下来
对某人很重要 mean very much to sb.
通过……获益 benefit from
处理，注意，照料 attend to sth.，
联系，联络 get in touch
考虑看看 look over
把……留着 put on hold
帮某人的忙 give sb. a hand
做笔记 make notes of
提前 bring forward

介词短语

此刻，目前 at the moment
几年内 in years
经由电话 over the phone
妥当，就绪 in order
注视着 on the lookout
不久 in a little while
在电话线上 on the line
为某人服务 at one's service
一式两份 in duplicate

场景中脱口而出的单句

实战口语，步步为营

01 Step

前台相关工作经验：

I worked as a receptionist in Sun Company for two years.
我在太阳公司的前台工作了两年。

☆ I have two years' experience as a receptionist in Sun Company.
我有两年的在太阳公司当前台接待员的工作经验。

☆ I'm experienced as a receptionist. 我有前台专员的工作经验。

02 Step

询问换工作的原因：

May I know the reason of your job hopping?
我可以知道导致你换工作的原因吗？

☆ May I ask why you change your job?
可以告诉我你换工作的原因吗？

☆ May I ask what causes your job hopping?
我能问是什么引发了你换工作的想法吗？

03 Step

礼仪对于前台接待员的重要性：

I think highly of the etiquette of a receptionist.
我认为作为前台接待员要懂得恪守礼仪。

☆ I believe that a receptionist should lay particular stress on the etiquette.
我认为前台接待员要特别看重礼仪的重要性。

☆ I think courtesy is very important.
我认为谦恭有礼很重要。

04 Step

前台接待员与公司形象：

A receptionist with decent behaviour is good for the image of the company. 行为得体的前台接待员对公司的形象大有益处。

☆ A receptionist with decent behaviour will establish a good primary impression for the company.
行为得体的前台接待员会帮助公司构建良好的第一印象。

☆ The positive image of the company could benefit from a receptionist with decent behaviour.
行为得体的前台接待员对公司的正面形象大有益处。

05 Step

询问前台接待员的升职前景：

I would like to know the prospect for promotion as a receptionist.
我想了解一下前台接待员的升职前景。

☆ I would like to know the promotion prospect. 我想了解一下升职前景。

☆ Is there promation space for the receptionist?
接待员有升职空间吗？

前台接待员的升职方向：

06 Step

As a receptionist, you would have plenty of opportunities to be promoted as an administration staff.

作为一名前台接待员，你有很多机会可以升职成为高级职员或行政专员。

- ☆ You have plenty of chances to be promoted. 你有许多升职机会。
- ☆ You can be promated to an administration position.
  你可以升职为高级职员或行政专员。

前台接待员的工作：

07 Step

As a receptionist, your duties are not too complex.

作为一名前台接待员，你的职责不会太复杂。

- ☆ Your duties are easy to handle. 你的职责较为容易处理。
- ☆ Your job is not complex. 你的工作不复杂。

接待来访客人：

08 Step

You should figure out their identities and help them meet the right person in this company.

你要确认他们的身份并帮助他们找到想要会见公司的员工。

- ☆ You should help the visitors meet the right person.
  你要帮助来访者找到他们要见的人。
- ☆ You should verify their identities. 你要核实他们的身份。

服务行业前台接待员的特点：

09 Step

It's essential for a receptionist in service industry to be well-behaved.

在服务行业的接待人员尤其需要举止得体。

- ☆ A competent receptionist in service industry is required to be polite, thoughtful and masterful.
  一个称职的服务行业的接待员需要有礼貌的言行、周到的考量以及对局面的掌控力。
- ☆ It takes more than nice appearance and good manners to be an excellent receptionist in service market. 服务行业中，想做一个优秀的接待员，光有出众的外表和优雅的举止可不够。

服务行业对职员的高要求：

10 Step

I understand that the service industry has high standards for workers.

我知道服务行业对员工有很高的要求。

- ☆ The receptionists in service industry ought to be more considerate than others.
  在服务行业从业的接待人员比其他员工更需要做事周到。
- ☆ It's all about good attitude in the service industry, so you must serve clients with all your heart.
  服务行业的重中之重就是良好的态度，所以你必须拿出百分之二百的热心来对待客户。

1 前台工作经验

A: The position you are applying for is receptionist. May I know if you have any experience about this position?

A：你现在申请的职位是前台接待员。你有关于这个职位的工作经验吗？

B: I worked as a receptionist in Sun Company for two years.[1]

B：我在太阳公司的前台工作了两年。

A: And may I know the reason of your job hopping?[2]

A：我可以知道导致你换工作的原因吗？

B: The Sun Company moved its headquarters to another city. And I prefer to live in this city. So I am hunting a new job.

B：太阳公司把总部搬迁至了另一个城市，而我更倾向于生活在这个城市中，所以我要寻找另一份工作。

2 前台工作礼仪

A: According to your understanding, what is the most important thing for a receptionist?

A：根据你的理解，对于前台接待员而言什么最重要？

B: I think highly of the etiquette of a receptionist.[3]

B：我认为作为前台接待员要懂得恪守礼仪。

A: Why do you think so?

A：你为什么这样认为？

B: The receptionist establishes the primary impression of the company culture for the guests. A receptionist with decent behaviour is good for the image of the company.[4]

B：前台接待员为访客树立了有关公司文化的第一印象。行为得体的前台接待员对公司的形象大有益处。

A: Certainly!

A：的确如此！

B: A professional receptionist should have great manners on conversation, work and dressing.

B：一名专业的接待员要在谈吐、工作和衣着方面注重礼仪。

3 前台接待员的升职空间

A: I have known a lot of information about you. Do you have any questions about this position?

A：我已经了解了你的很多信息。关于这个职位你有什么问题要问吗？

B: I would like to know the prospect for promotion as a receptionist.[5]

B：我想了解一下前台接待员的升职前景。

A: OK. As a receptionist, you would have plenty of opportunities to be promoted as an administration staff.[6]

A：好。作为一名前台接待员，你有很多机会可以升职成为行政专员。

B: What department would I be in after promotion?

B：升职后的部门是什么呢？

A: It depends on your specific situation. In general, the Human Resources Department and the Public Relations Department are quite popular.

A：这要根据你的具体情况而定。一般来说，人力资源部和公共关系部都很受欢迎。

B: Great! I got it.

B：很好！我知道了。

4 普通公司的前台接待员

A: This company is running the business about Internet technology. So as a receptionist, your duties are not too complex.[7]

A：这个公司正在运营与网络科技有关的商务。所以作为一名前台接待员，你的职责不会太复杂。

B: Fine.

B：好的。

A: You should deal with general telephone calls and daily mails. Meanwhile, you should greet guests who come in for different purposes.

A：你要负责处理普通电话和日常邮件。同时，你要迎接因不同目的而来访公司的客人。

B: Do you mean all the guests?

B：你是指所有的客人吗？

A: Almost. You should figure out their identities and help them meet the right person in this company.[8]

A：基本如此。你要确认他们的身份并帮助他们找到想要会见的员工。

B: It will be fine.

B：没问题。

A: And you may have other trivial matters to deal with. But they are not so difficult.

A：也许你还要处理一些其他的琐事。但是它们都不困难。

B: OK. Clearly.

B：好的。我知道了。

5 服务行业的前台接待员

A: You should deal with the custom's orders, check-in, check-out and any other possible matters when he or she is staying in the hotel.

A：你需要处理客人的预订、入住、离店和许多他（她）在店期间的事务。

B: Yes. I understand that the service industry has high standards for its staff.[10] And I am confident about myself.

B：是的。我知道服务行业对他们的员工有很高的要求。我对自己很有信心。

A: Although special trainings are provided, they are quite brief, and employees need to be ready for improvement themselves.

A：虽然我们为员工提供特殊培训，但培训很短暂，员工需要自己有进取心。

38 公关人员

即翻即用的场景关键词

点滴积累，扫清障碍

公关课程 PR Courses

mass communication 大众传播
public relationship science 公共关系学
sociology [ˌsəusiˈɔlədʒi] *n.* 社会学
advertising [ˈædvətaiziŋ] *n.* 广告学
Human Behavior in Orgainzation 组织行为学
ethics [ˈeθiks] *n.* 伦理学
eloquence [ˈeləkwəns] *n.* 口才

公关特点 PR Feature

target [ˈtɑ:git] *n.* 对象
propagate [ˈprɔpəgeit] *v.* 传播
image [ˈimidʒ] *n.* 形象
balance [ˈbæləns] *n.* 平衡
interest [ˈintrist] *n.* 利益
influence [ˈinfluəns] *n.* 影响力
managerial [ˌmænəˈdʒiəriəl] *adj.* 管理的
harmonize [ˈhɑ:mənaiz] *v.* 使和谐

职业素质 Professional Quality

extroverted [ekstrəˈvə:tid] *adj.* 外向的
passionate [ˈpæʃənit] *adj.* 热情的
wise [waiz] *adj.* 明智的
sensitive [ˈsensitiv] *adj.* 敏感的
logicality [ˌlɔdʒiˈkæliti] *n.* 逻辑性
tenacity [təˈnæsiti] *n.* 坚韧

公关职能 PR Responsibility

persuade [pəˈsweid] *v.* 使信服，劝说
press [pres] *n.* 新闻界
define [diˈfain] *v.* 下定义
acceptance [əkˈseptəns] *n.* 认同
trend [trend] *n.* 趋势
brand [brænd] *n.* 品牌
strategic [strəˈti:dʒik] *adj.* 策略上的
mutual [ˈmju:tʃuəl] *adj.* 相互的
interactivity [ˌintəræk'tiviti] *n.* 互动作用
evaluation [iˌvælju'eiʃən] *n.* 评估

公关分类 PR Classification

diplomatic [ˌdiplə'mætik] *adj.* 外交的
common good 公益
consult [kənˈsʌlt] *v.* 征询
publicize [ˈpʌblisaiz] *v.* 宣传
maintain [mein'tein] *v.* 维持
crisis [ˈkraisis] *n.* 危机
defense [diˈfens] *n.* 防御
offence [əˈfens] *n.* 进攻

高频使用的短语

"动静"结合，活学活用

名词短语

公关 public relations
公关人员 PR practitioner
竞争对手 competitive opponent
好口才 good eloquence
公共兴趣 public interest
社会传媒 social media
战略性交流 strategic communication
主要竞争者 major competitor
年度报告 annual report
联络表 list of contacts
交互式对话 interactive dialogue
及时补救 timely amendment
演讲 public speaking
主要途径 main channel
公关小姐 PR girl
目标受众 target audience
相互理解 mutual understanding
交流功能 communicational function
公众 general public
市场份额 market share
新闻宣传 press release
网络论坛 Internet forum
公众形象 public profile

动词短语

传递信息 convey a message
树立良好形象 create a positive image
激发公众的兴趣 generate public interest
实现某人的目标 achieve one's goal
适应 adapt to sth.
化解商业危机 solve business crisis
掌握一门技巧 master a technique
增加宣传度 gain publicity
言之有理 make sense
吸引 appeal to sb.
与……结合 combine with sth.
承担 take on
爆发 break out
源于 result from

其他短语

常常 all too often
即兴地 off the cuff
紧急地 on a crash basis
在会议上 at conference
立刻，马上 at the drop of a hat
狡猾地 on the crook
在目前岗位 in current position

场景中脱口而出的单句

实战口语，步步为营

01 Step

询问公关的定义：

Could you start by telling me what public relations are?
你能先告诉我公关的定义吗？

☆ What's your understanding of public relations? 你对公关的认识是什么？
☆ How do you define public relations? 你怎么定义公关的？

02 Step

公关的定义：

Public relations is the practice of managing information flow between an enterprise and the public.
公关是指从事公司与公众间的信息流管理工作。

☆ Public relations refers to management of communications between an organization and the public. 公关涉及公司于公众间的信息管理工作。
☆ Public relations is the art or science of establishing and promoting a favorable relationship with the public. 公关是一门与公众建立并促进一种有利关系的艺术或科学。

03 Step

公关工作的内容：

My duty includes giving speaches and communication with the press and employees. 我的职责包括在会议上演讲、与新闻界合作以及与员工交流。

☆ A PR officer needs to convey messages to the public. 一名公关人员需要向公众传递信息。
☆ Public relations include research, planning, communication and evaluation.
公关的基本内容包括调研、策划、沟通和评估。

04 Step

介绍公关人员的技能：

I believe a successful PR practitioner has good command of communication skills to create a positive image for the company.
我认为一名成功的公关人员要有良好的沟通能力，以为公司树立良好形

☆ A PR practitioner should have the ability to give persuasive and powerful discourses.
一名公关人员应该有能力做强有力的演讲。
☆ A PR practitioner is skillful in combing appropriate words with images to create a strong public profile. 一名公关人员应该能娴熟地把合适的文字和图像结合起来，打造强有力的公众形象。

05 Step

询问公关宣传途径：

How to contact the press? 怎样与新闻界联系呢？

☆ How to bridge between the enterprise and its publics? 如何把公司和大众连接起来？
☆ What are the main channels of your propaganda? 你宣传的主要途径是什么？

介绍公关宣传途径：

06 Step

Different from traditional public relations, which relies on press release to generate public interest, I use tools like brochures, newsletters and annual report. 不同于依赖新闻稿件激发公众兴趣的传统公关，我使用宣传册、时事通讯和年度报告作为宣传工具。

- ☆ Distributing brochures is the main method to generate public interest.
  发放宣传册是激发公众兴趣的主要方式。
- ☆ Social media is the new approach of publicity. 社会传媒是一种宣传的新方式。

介绍公关人员的素质：

07 Step

I am an extrovert and good communicator, so public relations suits me well. 我是一个外向的并且出色的交流者，所以公关工作非常适合我。

- ☆ A good PR practitioner is not afraid of taking risks.
  一名好的公关人员不惧怕承担风险。
- ☆ A qualified PR practitioner is willing to take on challenges.
  一名合格的公关人员是乐于接受挑战的。

询问公关技巧：

08 Step

What are your tactics in public relations? 你的公关技巧是什么？

- ☆ Are there any tactics in public relations? 在公关中有任何技巧吗？
- ☆ What techniques do you use to achieve your goals? 你用什么技巧去实现你的目标？

危机公关人员：

09 Step

A crisis PR practitioner aims to solve business crisis in time.
一名危机公关人员旨在及时化解商业危机。

- ☆ A crisis PR practitioner should be very sensitive to any potential business crisis of the company.
  一名危机公关人员应该对公司潜在的商业危机非常敏感。
- ☆ A crisis PR practitioner should respond quickly to accusations about the company.
  一名危机公关人员应该对公司受到的谴责迅速作出反应。
- ☆ A crisis PR practitioner should cope with negative information about the company.
  一名危机公关人员应该处理公司的负面消息。

危机公关的特点：

10 Step

Crisis public relations in modern time all too often deals with crises that can be unexpected and damaging.
现代社会的危机公关经常涉及处理那些突发且有破坏性的危机。

- ☆ In crisis public relations, pressure from public opinion can be boosted rapidly via Internet.
  舆论压力在危机公关中会通过互联网瞬间增幅。
- ☆ The point of crisis public relations is to guide the public opinion to another direction.
  危机公关的核心是把大众舆论导向其它方向。

1 介绍公关工作

A: Good morning, Ms. Linda. Take a seat, please.
A：早上好，琳达女士，请坐。

B: Thank you.
B：谢谢。

A: Ms. Linda, could you start by telling me what public relations is? [1]
A：琳达女士，你能先告诉我什么是公关吗？

B: OK. Public relations is the practice of managing information flow between an enterprise and the public. [2]
B：好的，公关是指从事公司与公众间的信息流管理工作。

A: You are right. How to define PR in terms of its communicational function?
A：很正确。怎么从交流功能的角度定义公关呢？

B: Public relations is the process of strategic communication.
B：公关是战略性交流的过程。

A: What is the aim of PR?
A：公关的目的是什么？

B: The PR man should build mutual understandings between the company and the public.
B：公关人员应该建立公司与公众间的相互理解。

2 介绍工作经验

A: Ms. Linda, do you have any experience in public relations?
A：琳达女士，你过去有过公关经验吗？

B: Well, at the moment, I am working as a PR practitioner in an advertising company.
B：是的，目前我在一家广告公司做公关。

A: What are your responsibilities in your current position?
A：你目前的岗位职责是什么？

B: My duty includes giving speeches and communicating with the press and employees. [3]
B：我的职责包括在会议上演讲、与新闻界合作以及与员工交流。

A: What's your understanding of public relations? [1]
A：你对公关的认识是什么？

B: I believe a successful PR practitioner has good command of communication skills to create a positive image for the company. [4]
B：我认为一名成功的公关人员要有良好的沟通能力，这样才能为公司树立良好形象。

A: That makes sense.
A：有道理。

3 介绍公关技巧

A: Linda, who do you think are our major competitors?
A：琳达女士，你认为我们最大的竞争者是谁？

B: ABC Company has posed threat due to its major market share.
B：ABC 公司对我们造成了威胁，因为它的市场占有率很大。

A: How shall we deal with it?

A：我们怎么应对？

B: I can create an effective campaign to show the general public that our company is even better than ABC.

B：我能设计出有效的活动，向公众展示我们公司比 ABC 公司更棒。

A: What are your tactics in public relations? [8]

A：你的公关技巧是什么？

B: Different from traditional public relations, which relies on press release to generate public interest, I use tools like brochures, newsletters and annual report. [6]

B：不同于依赖媒体宣传激发公众兴趣的传统公关，我使用宣传册、时事通讯和年度报告作为宣传工具。

4 应聘酒店公关

A: Why are you interested in this job?

A：你为什么对这个工作感兴趣呢？

B: My professional knowledge and great eloquence make me suited for this job.

B：我的专业知识和好口才都使我适合这个工作。

A: Do you know the role of a public relations girl in hotel?

A：你知道酒店公关小姐的职责吗？

B: Yes. I am expected to identify the target audience of the hotel, then tailor every message to appeal to the audience.

B：知道，我需要识别酒店的目标受众，然后调整每一条信息去吸引他们。

A: What techniques do you use to achieve your goals? [8]

A：你用什么技巧去实现你的目标？

B: Nowadays, social media, such as Internet forums, microblogs and social bookmarking, are widely adopted to support interactive dialogues.

B：如今，社会化媒体，比如网络论坛、微博和社会化书签，都广泛地被用来支持交互式对话。

5 公关人员素质

A: Ms. Eva, why do you think you are qualified for public relations?

A：伊娃女士，为什么你觉得自己适合做公关？

B: I have excellent capability of strategic and analytical thinking.

B：我有出色的策划分析能力。

A: How would you describe your personality?

A：你怎样描述你的性格？

B: I am an extrovert and good communicator, so public relations suits me well. [7]

B：我是一个外向的并且出色的交流者，所以公关工作非常适合我。

A: What skills do you think are most important in public relations?

A：你认为公关最重要的技能是什么？

B: Combining appropriate words with images to create a strong public profile.

B：把合适的文字和图像结合起来，打造强有力的公众形象。

A: You may find huge differences working for foreign companies like us compared with your previous ones. Can you adapt to the change?

A：为我们这样的外企工作，你可能会发现与你以前的公司有很大出入。你能适应这种变化吗？

B: I am resourseful and take on new changes readily.

B：我应变能力很强，也愿意接受新挑战。

39 | 销售人员

即翻即用的场景关键词

点滴积累，扫清障碍

营销 Marketing

advertising [ˈædvətaiziŋ] *n.* 广告
sale [seil] *n.* 销售
exchange [ikstʃeindʒ] *n.* 退换
merchant [ˈməːtʃənt] *n.* 商人
billing [ˈbiliŋ] *n.* 销售额
brand [brænd] *n.* 品牌
competitive [kəmˈpetitiv] *adj.* 竞争的
franchise [ˈfræntʃaiz] *n.* 特许经营

市场 Market

retail [ˈriːteil] *n.* 零售
share [ʃɛə] *n.* 份额
attractiveness [əˈtræktivnis] *n.* 吸引力
entry [ˈentri] *n.* 进入
exclusion [ikˈskluːʒən] *n.* 排斥
expansion [iksˈpænʃən] *n.* 扩张
growth [grəuθ] *n.* 增长
hierarchy [ˈhaiərɑːki] *n.* 层次
audit [ˈɔːdit] *n.* 审计

渠道 Channel

centralization [ˌsentrəlaiˈzeiʃən] *n.* 集中化
alternative [ɔːlˈtəːnətiv] *n.* 替换物
conflict [ˈkɔnflikt] *n.* 冲突
decision [diˈsiʒən] *n.* 决策
function [ˈfʌŋkʃən] *n.* 功能
institution [ˌinstiˈtjuːʃən] *n.* 机构
distribution [ˌdistriˈbjuːʃən] *n.* 分销
power [ˈpauə] *n.* 权力
communication [kəˌmjuːniˈkeiʃən] *n.* 沟通
media [ˈmiːdjə] *n.* 媒体

消费者 Consumer

consumer [kənˈsjuːmə] *n.* 消费者
need [niːd] *n.* 需求
perception [pəˈsepʃən] *n.* 感知（能力）
coupon [ˈkuːpɔn] *n.* 优惠券
credibility [ˌkrediˈbiliti:] *n.* 信誉
intimacy [ˈintəməsi] *n.* 亲密
preference [ˈprefərəns] *n.* 偏好
customize [ˈkʌstəmaiz] *v.* 定制
determinant [diˈtəːminənt] *n.* 决定因素

高频使用的短语

"动静"结合，活学活用

名词短语

专卖店 exclusive agency
销售额 sales volume
促销 sales promotion
贸易公司 trading company
专营零售商 specialty retailer
样本设计 sample design
基本月工资 basic monthly salary
厨房用品 kitchen supplies
现金折扣 cash discounty
战略撤退 strategic withdrawal
社会文化环境 sociocultural environment

动词短语

履行职责 fulfill one's duty
对……有影响 have an influence on
顺便（或偶然）访问 drop by
分发，散发 hand out
被想到，被想起 occur to sb.
出名 be famous for
从……中拿取一部分 take a portion from
解决，指出 figure out
上升，上涨 go up
走向，朝……前进 make for
等于 be equal to sb.
胜任的，适当的 be qualified for

形容词短语

富含（某物）abundant in sth.
无……的，摆脱了……的 free from
积极于 active in
急切盼望，渴望 anxious for

介词短语

顶级 on the top level
在……影响下 under the influence of
万一，倘若 in the event of
总共 in all
立刻，很快 in no time
在……的帮助下 with the help of
在这个领域 in this area
按平均值，通常 on the average
在……之初 at the beginning of
使某人惊讶的是 to one's surprise
直到今天 to this day
顺便说 by the way

表达信心：

01 Step

I could say that I am a top salesman in this area.
我敢说我是这个领域里最好的销售人员。

☆ I could say that I am regarded as one of the best salesmen in this area.
我敢说我被认为是这个领域里最好的销售人员之一。

肯定自己的能力：

02 Step

I think I can do a good job in this position.
我相信我可以胜任这个职位。

☆ I believe that I am quite competent for this position. 我相信我可以胜任这个职位。
☆ I believe that I am qualified for this position. 我相信我可以胜任这个职位。

网络销售人员的职责：

03 Step

As an online salesman, your main duty is to deal with the daily business through Internet.
作为一名销售人员，你的主要职责是通过网络处理日常业务。

☆ You are responsible for dealing with the daily business through Internet.
你要负责通过网络处理日常业务。
☆ Handling daily business through Internet is your main duty.
在线处理日常事务是你的主要职责。

销售人员的工资问题：

04 Step

As a salesman in this company, you will have the basic monthly salary as in any other position.
作为这家公司的销售人员，你和其他职位的人一样有基本的月工资。

☆ You will be paid with the basic monthly salary. 你有基本的月工资。
☆ To be a salesman in this company, you will receive the basic monthly salary as in any other positions. 作为这家公司的销售人员，你可以得到和其他职位的人一样的基本月工资。

销售人员对产品的了解：

05 Step

Many different kinds of kitchen supplies are included in the sales catalogue. 在销售目录中包含许多不同种类的厨房用品。

☆ Various kinds of kitchen supplies could be found in the sales catalogue.
在销售目录中可以看到不同种类的厨房用品。
☆ The catalogue has many different kinds of kitchen utensils.
在销售目录中有不同种类的厨房用品。

销售人员对销售表现的认识：

06 Step

Many objective and subjective factors have influences on my sales performance.很多客观和主观的原因对我的销售表现有所影响。

☆ Many objective and subjective factors affect my sales performance.
许多客观和主观的原因影响我的销售表现。

☆ My sales performance is under the influence of many objective and subjective factors.
我的销售表现受许多客观和主观原因的影响。

销售人员对销售策略的肯定：

07 Step

Sales strategies are the key to success and I have a good command of them. 销售策略是成功的关键，而我有很好的销售策略。

☆ I believe that sales strategy is the make-or-break factor to this business.
我认为销售策略才是这个行当里成败的关键。

☆ Whether a salesman is good or not mostly depends on what sales strategies he is applying.
一个销售人员的优劣主要取决于他使用的销售策略。

销售人员阐述销售理念：

08 Step

I have to make myself trust whatever I'm selling before I could make my customers do.
无论推销什么，首先我要自己相信我所推销的，才能让我的顾客们相信。

☆ I think building trust is what matters above all the other sales strategies.
我认为建立信任是所有销售策略中的头等大事。

☆ The success of a salesman always attributes to his ability of summarizing the selling points of the product. 能否归纳出产品的卖点往往决定着一个销售人员的成败。

销售人员对顾客的帮助：

09 Step

I try my best to figure out customers' demand and give them some advice about the products.
我尽我所能考虑到顾客的需求，然后给他们一些产品建议。

☆ I treat my customers as friends so that I could give advices depending on what they really need. 我对待我的顾客像对待朋友那样，所以我就能根据他们的切实所需提出建议。

☆ I'll try my best to satisfy all the reasonable needs of customers.
我会尽我所能满足消费者的各种合理要求。

销售人员对顾客的尊重：

10 Step

I never promote useless products to customers.
我从不向顾客推销没有用的产品。

☆ I do my best to sell the products while I still respect the consumers' choices.
我会尽我所能地推销产品，但我始终尊重消费者的最终选择。

☆ Forcing customers to buy stuff and service they don't really need is the last thing I will do.
我绝不会强迫顾客购买他们不需要的产品和服务。

1 销售人员的素质

A: So what position are you applying for?

A：你具体申请的是什么职位？

B: I'm applying for the salesman's position.

B：我申请销售职位。

A: Alright. What do you know about this job and our company?

A：好的。你对这份工作以及我们公司有什么了解呢？

B: Well, I think a good salesman needs patience, hospitality and skills, and I believe that I am quite competent for this position.[2] As for your company, I know that it has always been the leader in the field, and that's why I'm applying for the job.

B：是这样的，我认为一个好的销售需要的是耐心、热情和技巧，而且我相信我可以胜任这个职位。至于贵公司，我知道它一直是业内的佼佼者，这也正是我来应聘的原因。

A: Good, and how about our products? What do you know about them?

A：不错，那我们的产品呢？你对它们又有何了解？

B: I've noticed that various kinds of kitchen supplies could be found in the sales catalogue.[5] And those are all of finest quality, I'm sure.

B：我注意到销售目录中可以看到各种不同的厨房用品，而且我确信它们都是质量上乘的。

2 销售经验及能力

A: Do you have any experience as a real estate salesman?

A：你具有房地产销售人员的相关工作经验吗？

B: Actually, I do not have any experience in this area.

B：事实上，我没有这个领域的相关工作经验。

A: Why do you think you are competent for this position?

A：你为什么认为你可以胜任这个职位呢？

B: I have the experience on car sales and I also know something about the urban planning and architecture. So I think I can do a good job in this position.[2]

B：我有汽车销售经验，也具备城市规划和建筑专业的相关知识。所以我相信我可以胜任这个职位。

3 新型销售方式

A: I would like to talk with you about the new sales mode of our products.

A：我想和你谈谈我们产品的新型销售方式。

B: OK. Please.

B：好的。请说。

A: As a salesman on line, your main duty is to deal with the daily businesses through Internet.[3]

A：作为一名网络销售人员，你的主要职责是通过网络处理日常业务。

B: Yes. I got it.

B：好的。我知道了。

A: You should focus on the consumer behaviors through our business website. And you are responsible for answering their questions about the goods in the consumer service chatroom.

A：你要通过我们的商业主页关注消费者的消费行为。你也要负责在客户服务聊天室中回答消费者有关商品的提问。

B: No problem.

B：没问题。

4 销售人员的工资制度

A: What else would you like to know about the position?

A：你还想了解这个职位的什么信息呢？

B: May I know some information about the salary policy as a salesman in this company?

B：我能了解一下销售人员的工资政策吗？

A: Sure. As a salesman you will have the basic monthly salary as in any other position.[4]

A：当然可以。作为这家公司的销售人员，你和其他职位的人一样有基本的月工资。

B: Fine.

B：好的。

A: The salesmen do not have regular bonuses, but can get a certain percentage of commissions from their sales volume.

A：销售人员没有固定的奖金，但是可以从销售额中得到一定比例的提成。

5 销售策略

A: I know that you have 3 years' experience as a car salesman.

A：我知道你具有三年的汽车销售经验。

B: Yes. And I could say that I am a top salesman in this area.[1]

B：是的。我敢说我是这个领域里最好的销售人员之一。

A: What gives you such confidence?

A：是什么让你如此自信？

B: Sales strategies are the key to success and I have a good command of them.

B：销售策略是成功的关键，而我有很好的销售策略。

A: May I know your strategies?

A：我可以了解一下吗？

B: I try my best to figure out customers demand and give them some advice about the products.[8]

B：我尽我所能考虑到顾客的需求，然后给他们一些产品建议。

40 | 司机

即翻即用的场景关键词

点滴积累，扫清障碍

交通设施 Traffic Facilities

traffic light 交通信号灯
sidewalk ['saidwɔ:k] *n.* 人行道
crosswalk ['krɔswɔ:k] *n.* 人行横道
deceleration [di:ˌselə'reiʃən] *n.* 减速
signpost ['sainpəust] *n.* 路标
lay-by ['leibai] *n.* 路边停车带
road marking 道路标线
bumping post 防撞柱

交通工具 Vehicle

truck [trʌk] *n.* 卡车
van [væn] *n.* 货车
bus [bʌs] *n.* 公共汽车
jeep [dʒi:p] *n.* 吉普车
ambulance ['æmbjuləns] *n.* 救护车
coach [kəutʃ] *n.* 长途客运汽车
trolleybus ['trɔlibʌs] *n.* 无轨电车
train [trein] *n.* 火车

行业准则 Norm

norm [nɔ:m] *n.* 准则
legislation [ˌledʒis'leiʃən] *n.* 法规
rule [ru:l] *n.* 规则
drink and drive 酒后驾车
overspeed [ˌəuvə'spi:d] *n.* 超速
overloading ['əuvə'ləudiŋ] *n.* 超载
seatbelt [si:tbelt] *n.* 安全带
traffic ticket 罚单

司机与汽车 Driver and Car

driver ['draivə] *n.* 司机
license ['laisəns] *n.* 执照
wheel [wi:l] *n.* 方向盘
panel ['pænl] *n.* 仪表盘
engine ['endʒin] *n.* 发动机
brake [breik] *v.* 刹车
gear [giə] *n.* 排档
clutch [klʌtʃ] *n.* 离合器
tank [tæŋk] *n.* 油箱
pedal ['pedl] *n.* 踏板

职业素质 Quality

punctual ['pʌŋktʃuəl] *adj.* 准时的
attentive [ə'tentiv] *adj.* 留心的
cautious ['kɔ:ʃəs] *n.* 谨慎的
experienced [ik'spiəriənst] *adj.* 有经验的
polite [pə'lait] *adj.* 有礼貌的

高频使用的短语

"动静"结合，活学活用

名词短语

驾照 driving license
交通法规 traffic regulation
驾照 driver's license
私家车 private car
汽车动力学 vehicle dynamics
路况 road condition
驾龄 driving age
交通安全 traffic safety
外宾 foreign guest
救护车司机 ambulance driver
让路标志 yield sign
风挡刮水器 windshield wiper
减速带 deceleration strip
驾照考试 driving test
公交车司机 bus driver
安全驾驶 safe driving
车祸 car accident
驾驶经验 driving experience
驾驶技能 driving skill
崇高威望 high prestige
职业素质 occupational quality
紧急情况 urgent situation
限速 speed limit
车道 traffic lane

动词短语

开车 drive a car
允许某人做 permit sb. to do
保持距离 keep a distance
参军 serve the army
控制方向 control direction
确保安全 ensure safety
留下好印象 make a good impression on
获得 get access to sth.
遵守规则 obey rules
熟悉 get familiar with
减速 slow down
保持清醒 stay awake
应对紧急情况 handle an emergency
系安全带 fasten the seatbelt
穿正装 dress up

介词短语

小心翼翼地 with great care
礼貌地 with courtesy
不经意间 in a casual way

场景中脱口而出的单句

实战口语，步步为营

01 Step 询问驾龄：

How long have you been driving? 你开车多久了？

- ☆ How long is your driving age? 你的驾龄是多长？
- ☆ How many years have you been driving? 你开车多少年了？
- ☆ How many years of driving experience do you have? 你有多少年驾驶经验？

02 Step 询问驾照：

What kind of driving license do you have? 你有什么类型的驾照？

- ☆ Have you passed the driving test? 你通过驾照考试了吗？
- ☆ Did you take a driving test? 你参加驾照考试了吗？

03 Step 介绍驾照种类：

I have an A driving license.我有 A 类驾照。

- ☆ I obtain an ordinary driver's license. 我获得了普通驾照。
- ☆ I have a B driving license, which permits me to drive a van.
  我有 B 类驾照，所以我可以开货车。
- ☆ I am a bus driver with A_3 driver' license. 我是一名有 A_3 驾照的公交车司机。
- ☆ I can drive bus, van and private car with A_3 driver's license.
  有 A_3 驾照，我能驾驶公交车、货车和私家车。

04 Step 询问驾驶安全：

Have you ever had a car accident? 你出过交通事故吗？

- ☆ How to avoid car accidents? 怎样避免车祸？
- ☆ How to ensure traffic safety? 怎样确保交通安全？
- ☆ What are the rules of safe driving? 安全驾驶的原则是什么？
- ☆ Can you guarantee a safe drive? 你能保证安全驾驶吗？

05 Step 介绍驾驶经验：

A driver must get familiar with the car and stay aware of road conditions. 一名司机必须熟悉车况并且随时注意路况。

- ☆ I am always aware of road conditions when driving.
  在驾驶时我随时留意路况。
- ☆ I keep a distance from the car ahead.
  我与前面的车保持车距。
- ☆ I will slow down in foggy weather.
  在雾天我会减速行驶。

06 Step

介绍驾驶技能：

A driver must control direction, acceleration and deceleration.
一名司机必须掌控方向、加速和减速。

- ☆ I know how to deal with emergent driving situations. 我知道如何应对紧急驾驶情况。
- ☆ I know vehicle dynamics quite well. 我很了解汽车动力学。
- ☆ I am able to operate other important ancillary devices, such as the indicators, headlights and
- ☆ windshield wipers. 我能操作其他重要的辅助设备，比如指示器、前灯和风挡刮水器。

07 Step

介绍交通法规：

I fasten my seatbelt every time before driving.
我在每次开车前都系上安全带。

- ☆ Your seatbelt must be fastened before driving. 在开车前必须系好安全带。
- ☆ Driving while using a hand-held mobile phone is prohibited.
  在驾驶过程中不可以使用手持式移动电话。
- ☆ I never drink and drive. 我从不酒后驾车。
- ☆ You can't exceed the speed limit. 你不能超速。
- ☆ You can't drive in the wrong traffic lane. 你不能在错误的车道上行驶。

08 Step

专职司机的职业素质：

A chauffeur must be punctual. 司机必须准时。

- ☆ I am never late for picking up guests. 我接客人从不迟到。
- ☆ He needs to dress up and be well mannered when serving the guests.
  在服务客人的时候需着正装并表现得彬彬有礼。
- ☆ A chauffeur should make a good impression on guests. 司机应该给客人留下好印象。
- ☆ A chauffeur should be careful and attentive when driving. 司机在驾驶时应该小心谨慎。

09 Step

救护车司机的职责：

My duty is to transport sick or injured people to the place of treatment. 我的职责是把生病或者受伤的人送到治疗的地方。

- ☆ I will send patients to hospital in all weather conditions. 无论什么天气，我都会把病人送到医院。
- ☆ An ambulance driver even provides out-of-hospital medical care to the patient.
  救护车司机甚至为病人提供医疗护理。
- ☆ An ambulance driver should be very experienced in driving.
  救护车司机应该有非常娴熟的驾驶技术。

10 Step

救护车司机的特殊性：

Different from other drivers, ambulance drivers deal with urgent situations. 不同于其他司机，救护车司机要应对紧急情况。

- ☆ Ambulance drivers are given dispensation from obeying traffic laws.
  救护车司机被特许可以违反交通法规。
- ☆ Ambulance drivers don't have to obey traffic laws in order to get access to patients as quickly as possible. 为了尽可能快地接到病人，救护车司机不用遵守交通法规。
- ☆ Ambulance drivers are permitted to break the speed limit. 救护车司机允许超速。
- ☆ Ambulance drivers can treat red traffic light as a yield sign. 救护车司机可以把红灯当做让路标志。

1 应聘司机

A: Hello, Mr. Robinson. How long have you been driving? [1]
A：你好，罗宾逊先生，你开车多久了？

B: I have been driving for 20 years.
B：我已经开车 20 年了。

A: What kind of driving license do you have? [2]
A：你有什么类型的驾照？

B: I have an A driving license. [3]
B：我有 A 类驾照。

A: What kind of car do you drive?
A：你能驾驶什么类型的车？

B: I can drive both cars and trucks.
B：我能开汽车和卡车。

A: OK. would you mind showing me your driving license?
A：好的，你介意出示一下你的驾照吗？

B: No problem.
B：没问题。

2 介绍驾驶经验

A: Mr. Robinson, your resume shows you have more than 10 years of driving experience. Is that right?
A：罗宾逊先生，你的简历上说你有超过 10 年的驾驶经验，是这样吗？

B: Yes, I learnt to drive jeeps and trucks when I joined the army.
B：是的，我参军的时候学会了开吉普车和卡车。

A: Have you ever had a car accident? [4]
A：你出过交通事故吗？

B: Never. I am careful and attentive when driving.
B：从来没有。我在开车的时候相当小心谨慎。

A: How to avoid traffic accidents?
A：怎样避免交通事故？

B: A driver must get familiar with the car and stay aware of road conditions. [5]
B：一名司机必须熟悉车况并且随时注意路况。

3 介绍驾驶技能

A: How long is your driving age? [1]
A：你的驾龄是多长？

B: I have been driving for fifteen years.
B：我已经开车 15 年了。

A: Can you say something about driving skills?
A：你能介绍一下驾驶的技能吗？

B: As far as I am concerned, driving involves both physical and mental skills.
B：好的，我认为，驾驶既包括体力技能又包括脑力技能。

A: What are physical skills?
A：什么是体力技能？

B: A driver must control direction, acceleration and deceleration. [6]
B：一名司机必须掌控方向、加速和减速。

A: How about mental skills?

A：脑力技能呢？

B: In terms of mental skills, a driver must know how to handle an emergency driving situation and hence ensure safety.

B：关于脑力技能，一名司机必须知道如何处理紧急情况，从而确保安全。

4 介绍交通法规

A: Mr. Thomas, are you a new driver?

A：托马斯先生，你是新司机吗？

B: No, I have almost five years' driving experience.

B：不是，我驾驶经验快五年了。

A: Good. Can you tell me how to guarantee traffic safety?

A：很好，你能告诉我怎样保障交通安全吗？

B: As a driver, you must obey traffic regulations. For example, I fasten my seatbelt every time before driving.[7]

B：作为一名司机，你必须遵守交通法规。比如，我在每次开车前都系上安全带。

A: Can I use mobile phone when driving?

A：我能在驾驶中使用手机吗？

B: You cannot. Driving while using a hand-held mobile phone is prohibited.[7]

B：不能，在驾驶过程中不可以使用手机。

A: Do you drink?

A：你喝酒吗？

B: A little. But I never drink and drive.[7]

B：喝一点点，但是我从不酒后驾车。

5 救护车司机

A: What is your occupation in past 10 years?

A：你在过去十年中的职业是什么？

B: I am an ambulance driver in a hospital.

B：我是医院的救护车司机。

A: What techniques are needed for this job?

A：这个工作需要什么技术？

B: Different from other drivers, ambulance drivers deal with urgent situations.[10] So, they should be very experienced in driving and be familiar with the roads.

B：不同于其他司机，救护车司机要应对紧急情况。所以，救护车司机应该有非常娴熟的驾驶技术并且熟悉道路。

A: How to gain access to patients as quickly as possible?

A：怎样才能尽可能快地接到病人？

B: Ambulance drivers are given dispensation from obeying traffic laws.[10] For instance, they can treat a red traffic light as a yield sign, and they are permitted to break the speed limit.

B：救护车司机被特许可以违反交通法规。比如，他们可以把红灯当做让路标志，他们还允许超速。

至少我不是逃兵

A guy walks into the human resources department of a large company and hands the executive his application. The executive begins to scan the sheet, and notices that the applicant has been fired from every job he has ever held. “I must say,” says the executive, “your work history is terrible. You’ve been fired from every job.” “Yes,” says the man. “Well,” continues the executive, “there is not much positive in that.”

“Hey!” says the guy as he pokes the application. “At least I’m not a quitter.”

一个人走进一家大公司的人力资源部,把他的申请表递给主管。主管开始浏览他的申请,发现应征者在以前的每一份工作上都被开除了。“我必须说,”主管说,“你的工作经历很不好,你在你做的每一份工作上都被开除了。”“是的,”那人说。主管继续说:“这可不是什么好事情。”

“嘿!”那人指着申请表说,“至少我不是个逃兵。”

Chapter 6

各行面试

41 应聘编辑
42 应聘新闻工作者
43 应聘维修人员
44 应聘空姐
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41 | 应聘编辑

即翻即用的场景关键词

点滴积累，扫清障碍

编辑工作 Editing

adaptation [ˌædæpteiʃn] *v.* 改编
contribution [ˌkɔntri'bju:ʃn] *n.* 组稿
alter ['ɔ:ltə] *v.* 小改
publish ['pʌbliʃ] *v.* 出版
binding ['baindiŋ] *n.* 书籍的封面
cancel ['kænsəl] *v.* 撤销
check [tʃek] *v.* 校对
compile [kəm'pail] *v.* 汇编
note [nəut] *v.* 注解
reprint ['ri:ˌprint] *v.* 重印

出版物的结构 Structures

abridgment [ə'bridʒmənt] *n.* 节本
abstract ['æbstrækt] *n.* 摘要
afterword ['ɑ:ftəwə:d] *n.* 后记
manuscript ['mænjuskript] *n.* 手稿
allusion [ə'lu:ʒən] *n.* 引文，典故
annotation [ˌænəu'teiʃən] *n.* 注释
headline ['hedlain] *n.* 标题
caption ['kæpʃən] *n.* 插图说明
catalogue ['kætəlɔg] *n.* 目录
epilog ['epilɔg] *n.* 结语，后记

出版物的体裁 Genres

bulletin ['bulətin] *n.* 新闻快报
volume ['vɔlju:m] *n.* 专栏
dissertation [ˌdisə'teiʃən] *n.* 专题论文
series ['siəri:z] *n.* 丛书
monograph ['mɔnəˌgræf] *n.* 专著
novel ['nɔvl] *n.* 小说
album ['ælbəm] *n.* 文选
allegory ['æligəri] *n.* 寓言
biography [bai'ɔgrəfi] *n.* 传记
review [ri'vju:] *n.* 评论

专业事务 Professional Affairs

royalty ['rɔiəlti] *n.* 版税
printing ['printiŋ] *n.* 印刷
offset ['ɔfset] *adj.* 胶印的
microcopy ['maikrəuˌkɔpi] *n.* 微缩本
laminate ['læmiˌneit] *v.* 覆膜
assortment [ə'sɔ:tmənt] *n.* 分类
distribution [ˌdistri'bju:ʃən] *n.* 发行
composition [ˌkɔmpə'ziʃən] *n.* 排版
circulation [ˌsə:kju'leiʃən] *n.* 发行量
collate [kə'leit] *v.* 校勘

高频使用的短语

"动静"结合，活学活用

名词短语

写作技巧 writing skill
专业知识 professional knowledge
引用许可 permission for quotation
修订版，新版 new edition
版权限制 limitation of copyright
清样 foundry proof
语言能力 language proficiency
有天赋的学习者 a gifted learner
版税支付 payment of royalty
稿件审查报告 manuscript report
知识产权 intellectual property
现存手稿 extant manuscript

动词短语

审阅，核准 check and approve
导致，引起 bring about
考虑到，想到 have in mind
抱怨，挑剔 find fault with
发表，出版 come out
发现，突然看见 catch sight of
施行，实行 come into operation
获得某物 gain access to sth.

介词短语

在对面 on the other side
事实上 in fact
直到今天 to this day
毫无疑问 out of question
至多 at most
依次 in turn
消失，看不见 out of sight
落后于时代 behind the time
离职 out of office
一会儿 in a minute

场景中脱口而出的单句

实战口语，步步为营

编辑的职责：

01 Step

The main duty for this position is to edit the news reports of the world sport events. 这个职位的主要职责是编辑全球体育事件的新闻报道。

☆ It's your duty to proof manuscripts from our columnist.
你的工作是校对我们专栏作家的文章。

☆ Selecting and gathering latest military news is your main job as an editor.
你作为编辑的主要工作是遴选和汇总最新的军事新闻。

编辑的审稿工作：

02 Step

You should check and approve these reports before they could be published. 你要在发布这些报道前对它们进行审阅。

☆ It's always your top priority to review the articles. 审稿是你最优先的工作。

☆ Our reports must be reviewed for several times before they can be posted, especially these politics-related ones. 我们的报道在发布前必须反复审阅，尤其是这些和政治相关的。

明确编辑的职责范围：

03 Step

You do not have to deal with the illustrations and the format of these reports. 你不必处理图片和版式方面的事务。

☆ It is not your concern how our paper is going to be popularized.
我们的报纸具体怎样推广不是你该关心的。

☆ Advertising is not your job as a copy editor. 作为文字编辑，广告不是你的分内工作。

☆ Just focus on revising and polishing the articles. 好好修改和润色文章就可以了。

编辑的原创写作：

04 Step

You could also provide your original novels for the magazine. 你也可以为月刊提供你的原创作品。

☆ You could submit your original novels to publish on the magazine.
你可以在月刊上发表你的原创作品。

☆ Your original novels could be published on the magazine. 你的原创作品可以在月刊上发表。

在工作中提高能力：

05 Step

I think it is a great opportunity to practice and improve your writing skills. 我想这对你而言是一个练习和提高写作能力的好机会。

☆ You can take the editorship as a springboard to a professional writing career and improve your skills from now on. 你可以把这份编辑工作看做是你走向职业写作生涯的跳板，现在就着手在工作中提高自己的写作能力吧。

☆ This position as an editor can be helpful if you still want to improve yourself.
若你还想自我提高，这份编辑工作是不二之选。

06 Step

编辑的语言能力和行业知识：

In my opinion, language proficiency and professional knowledge are both important to an editor.

我认为，对于一名编辑而言，语言能力和行业知识都是至关重要的。

- ☆ Language proficiency and professional knowledge are to an editor what wings are to a bird.
  语言能力与行业知识之于编辑，犹如羽翼之于飞鸟。
- ☆ Although originality and creativity are essential to an editor's job, neither language proficiency nor professional knowledge ought to be ignored. 尽管原创性和创造力对一个编辑的工作来讲至关重要，但无论是语言能力还是行业知识都不应该因此被忽视。

07 Step

编辑对于体裁的掌控：

The editor should know the features of each genre.

编辑需要知道每一种体裁的特点。

- ☆ A qualified editor should possess such ability as distinguishing various literary styles.
  一个合格的编辑应该有分辨不同文体的素质。
- ☆ It is one of the editor's jobs to choose a specific genre to fully embody the spirit of an article.
  编辑的工作之一就是选用特定的文体来充分展现一篇文章的中心思想。

08 Step

编辑的职业操守：

Originality is the essence of an editor's job. 原创是编辑工作的精髓。

- ☆ It's shameful for a professional editor to plagiarize from others, and furthermore, it's illegal.
  一个职业编辑若是抄袭别人，那是莫大的耻辱，而且那也是违法的行为。
- ☆ It's even more important for an editor to be cautious and self-disciplined since his job is to spread truth and knowledge.
  一个编辑的工作是向人们传播真理和知识，所以对于编辑来说谨慎和自律显得尤为重要。

09 Step

编辑与作者的关系：

The editor should communicate with the authors actively to reach an agreement on any major changes of the work.

在进行任何重大修改前，编辑人员要主动和作者沟通，求得共识。

- ☆ Communicating with authors to better understand the work is part of an editor's job.
  与作者沟通以更好地理解其作品是编辑工作的一部分。
- ☆ For an editor, keeping good relations with the author always contributes to successful publication. 与作者保持良好的关系对编辑而言有助于作品的顺利出版。

10 Step

编辑对读者的责任：

Editors should try to provide the best reading experience for readers.

编辑应努力给读者带来最佳体验。

- ☆ Providing one-hundred-percent truth to readers with as few mistakes as possible is an editor's duty. 尽可能少有谬误地向读者传播百分之百的事实是一个编辑的天职。
- ☆ A good editor can never tolerate vicious abuses in a work towards others.
  一个好编辑绝不允许作品中有恶意攻击他人的言语。

1 专业背景

A: You are applying for the editor position in this company. Do you have the related educational background?

A：你正在申请我们公司的编辑一职。你有相关的教育背景吗？

B: Yes. I majored in Chinese Language and Literature when I was in university. And I also have the master's degree on publication.

B：是的。我在大学学习的专业是汉语言文学。我也获得了出版专业的硕士学位。

A: Why do you think you are the right one for this job?

A：你为什么认为你适合这份工作？

B: In my opinion, language proficiency and relevant knowledge are both important for an editor.[6] And I am educated for all of these factors.

B：我认为，对于一名编辑而言语言能力和行业知识都是至关重要的。我在这些领域都受到过专业教育。

2 编辑

A: Do you know anything about the position you are applying for?

A：你了解你要申请的职位吗？

B: Of course. I am applying to be an editor. And the main duty for this position is to edit the news reports of the world sport events.[1]

B：当然。我想成为这本体育杂志的编辑。这个职位的主要职责是编辑全球体育事件的新闻报道。

A: Yes. You are right. The journalists will send their original reports to you, and you should check and approve them before they could be published.[2]

A：是的。你说对了。记者会将他们的原始报道发送给你，你要在发布这些报道前对它们进行审阅。

B: OK. I see.

B：好的。我知道了。

A: You do not have to deal with the illustrations and the format of these reports.[3] We have professional art editors to handle them.

A：你不必处理图片和版式方面的事务。我们有专业的美术编辑处理这部分工作。

3 创作

A: I would like to clarify one more thing about this position for you.

A：我想要再说明一件事情。

B: Yes. Please.

B：好的。请说。

A: As an editor for this monthly novel magazine, you would collect novels from different authors. You could also provide your original novels for the magazine.[4]

A：作为一名小说月刊的编辑，你需要从不同的作者那里收集小说。但是同时，你也可以为月刊提供你的原创作品。

B: Do you mean I could also be a novel author as anyone else?

B：你是指我也可以像其他人一样成为小说作者？

A: That is right. I think it is a great opportunity to practice and improve your writing skills.[5]

A：是的。我想这对你而言是一个能够练习和提高写作水平的好机会。

B: Absolutely!

B：绝对如此！

4 体裁及内容

A: As an editor in this publication company, you should be resourceful.

A：作为这家出版公司的编辑，你要相当全面。

B: What do you mean by "resourceful"?

B：您说的"全面"是指什么？

A: I mean the editor ought to know how to handle different kinds of work.

A：我是指编辑要知道如何处理不同的工作。

B: Do you mean the format or the content?

B：你是指体裁还是内容？

A: Both of them. First, the editor should know the features of each genre. Second, the editor should also have abundant knowledge on a variety of topics.[4]

A：都包括。首先，编辑需要知道每一种独特体裁的特点。其次，编辑还需要对不同的话题有大量的知识储备。

B: It is fine with me.

B：我没有问题。

5 编辑的职业操守

A: What do you say about the professional ethics as an editor?

A：你怎样理解编辑的职业操守？

B: The editor should be careful about copyright. Besides, the editor should communicate with the authors actively to reach an agreement about any major changes of the work.[7]

B：编辑要小心版权。另外，在进行任何重大修改前，编辑人员要主动和作者沟通，求得共识。

A: I agree with you.

A：我同意。

B: On the other hand, the editor should also be honest to the readers. I mean the editor ought to respect the truth, especially when the topic is about policy, history or law.

B：另一方面，编辑要对读者诚实。我是指编辑要尊重事实，特别是与政治、历史或法律有关的话题。

A: Right.

A：是的。

42 | 应聘新闻工作者

即翻即用的场景关键词

点滴积累，扫清障碍

新闻记者 News Reporter

reporter [ri'pɔ:tə] *n.* 记者
journalist ['dʒə:nəlist] *n.* 新闻工作者
newspaperman ['nju:zˌpeipəmæn] *n.* 新闻工作者
press [pres] *n.* 新闻界
media ['mi:djə] *n.* 媒体
correspondent [ˌkɔri'spɔndənt] *n.* 通讯员
photographer [fə'tɔgrəfə] *n.* 摄影师

新闻业 Journalism

mass [mæs] *adj.* 群众的
Mass Communications 大众传播学
broadcast ['brɔ:dkɑ:st] *n.* 广播
Television Broadcasting Science 广播电视学
news writing 新闻写作
political journalism 政治新闻学
media practice 媒体实践
publishing ['pʌbliʃiŋ] *n.* 出版
discourse ['diskɔ:s] *n.* 话语
media law 媒体法

工作职责 Responsibility

interview ['intəvju:] *v.* 采访
gather ['gæðə] *n.* 收集
issue ['iʃu:] *n.* 问题
witness ['witnis] *n.* 目击者
investigate [in'vestigeit] *v.* 调查
commentary ['kɔmenˌtəri] *n.* 实况报道
comment ['kɔment] *n.* 评论
reveal [ri'vi:l] *v.* 揭露

职业素质 Quality

brave [breiv] *adj.* 勇敢的
honest ['ɔnist] *adj.* 诚实的
integrity [in'tegriti] *n.* 正直
objective [əb'dʒektiv] *adj.* 客观的
rational ['ræʃənl] *adj.* 理性的
impartial [im'pɑ:ʃəl] *adj.* 公正的

职业道德 Professional Ethics

forge [fɔ:dʒ] *v.* 伪造
deceptive [di'septiv] *adj.* 虚假的
source [sɔ:s] *n.* 来源
discrimination [diˌskrimi'neiʃən] *n.* 歧视
respect [ri'spekt] *v.* 尊重
privacy ['praivəsi] *n.* 隐私
mislead [mis'li:d] *v.* 使误解
distort [dis'tɔ:t] *v.* 扭曲

高频使用的短语

"动静"结合，活学活用

名词短语

新闻报道 news report
最新信息 latest information
社会生活 social life
现场直播 live broadcast
现场报道 live coverage
官方记录 official record
公共安全 public safety
准则 ethical code
种族歧视 racial discrimination
政治问题 political issue
及时信息 timely information
摄像机 video camera
新闻报道 news coverage
法律问题 legal issue
可靠素材 reliable source
新闻素材 news source
特定话题 specific topic
言论自由 freedom of speech
行家 dab hand
新闻道德 journalism ethics
媒体偏见 media bias

动词短语

就……发表评论 remark on
不同于 differ from
从事 engage in
挖掘 dig up
坚守某物 stick to sth.
把……看作 regard sth. as
扭曲事实 distort the fact
进行采访 conduct an interview
写报告 make a report
将某物暴露于 expose sth. to
对……表示同情 show compassion for
使具备 be equiped with

介词短语

在……前面 in front of
在新闻界 in journalism
在……领域 in the field of
在编辑部 in the newsroom

其他短语

真诚地 from the bottom of one's heart
大胆地 with a bold hand
无疑 without doubt

场景中脱口而出的单句

实战口语，步步为营

01 Step 介绍新闻工作的内容：

Journalism is the investigation and reporting of events, issues and trends to a broad audience.

新闻工作是面向广大观众调查和报道事件、问题和趋势。

- ☆ A journalist collects, writes and reports news and other information.
  新闻工作者收集、撰写和传播新闻及其他信息。
- ☆ A reporter conducts interviews, engages in research and makes reports.
  记者进行采访、从事调查和撰写报告。

02 Step 询问新闻工作者的技能：

Can you write articles independently? 你能独立撰写文章吗？

- ☆ How is your news writing skills? 你的新闻撰写技能怎么样？
- ☆ Can you make live broadcast? 你能作现场直播吗？
- ☆ Are you able to conduct interviews in English? 你能用英语作采访吗？

03 Step 介绍报道范围：

My reports range from business organizations to cultural aspects of society such as arts and entertainment.

我的报道范围从企业组织到社会的文化方面，比如艺术和娱乐。

- ☆ My reports are only about social life. 我的报道范围只局限于社会生活。
- ☆ My reports cover conflicts and wars between nations. 我的报道覆盖国家间的冲突和战争。

04 Step 询问新闻工作者与记者的区别：

How does a journalist differ from a reporter?

新闻工作者与记者的区别是什么？

- ☆ How is a journalist different from a reporter? 新闻工作者与记者的区别是什么？
- ☆ What is the difference between a journalist and a reporter? 新闻工作者与记者的区别是什么？

05 Step 介绍新闻素材：

In journalism, a news source could be a person, publication or other documents giving timely information.

在新闻界，新闻来源可以是及时提供信息的人、出版物或其他资料。

- ☆ News sources include official records, broadcasts and witnesses of crime or people involved in an event. 新闻素材包括官方记录、广播节目和罪行的目击者或事件牵涉的人。
- ☆ Off-the-record materials are often regarded as valuable news sources.
  未被发表的材料通常被认为是珍贵的新闻素材。

处理新闻素材：

06 Step

Reporters are expected to develop and cultivate news sources, especially when they regularly report a specific topic, like public safety. 记者应该扩展和培养新闻来源，特别是当他们常规报道一个特定话题的时候，比如公共安全。

☆ I would be very cautious when using anonymous sources.
当报料人是匿名的时候，我会很小心谨慎。

询问新闻工作者的素质：

07 Step

What qualities should a journalist possess?
一名新闻工作者需要具备什么素质？

☆ What qualities should a journalist be equipped with? 一名新闻工作者需要具备什么素质？
☆ What qualities are necessary for a journalist? 哪些素质对一名新闻工作者是必要的？
☆ What inner qualities are essential for a journalist? 哪些内在素质对一名新闻工作者是必要的？
☆ How to be a qualified journalist? 怎样成为一名合格的新闻工作者？

介绍新闻工作者的素质：

08 Step

A reporter should be brave when digging up scandals.
一名新闻工作者应该在揭露丑闻的时候非常勇敢。

☆ A journalist should be brave enough to dig up scandals.
为了揭露丑闻，新闻工作者应该足够勇敢。
☆ The basic quality of a journalist is being skeptical when dealing with news sources.
一名新闻工作者的基本素质是在处理新闻素材时，保持怀疑的态度。

询问新闻工作者的职业道德：

09 Step

What's your understanding of media ethics?
你对媒体道德的理解是什么？

☆ What's your understanding of journalism ethics?
你对新闻道德的理解是什么？
☆ What's your explanation of media ethics? 你对媒体道德的解释是什么？

新闻工作者的职业道德：

10 Step

Journalists should do their best to avoid media bias, especially on political issues.
新闻工作者应该尽最大努力避免媒体偏见，尤其是在政治问题上。

☆ Journalists must guarantee the truthfulness of reporting. 新闻工作者必须保证报道的真实性。
☆ Harm limitation principle means professional journalists need to show compassion for those who may be affected adversely by news coverage.
危害限制原则是指专业的新闻工作者需要对那些受到新闻报道不利影响的人表示同情。

1 面试记者

A: Hello, Mrs. Li. Take a seat, please.
A：你好，李女士。请坐。

B: Thank you.
B：谢谢。

A: First, could you tell me about your educational background?
A：首先，你能介绍一下自己的教育背景吗？

B: I am a Master of Journalism.
B：我是新闻学硕士。

A: What major courses did you take?
A：你都上了哪些主修课？

B: I took courses of media practice, news writing and media ethics.
B：我上了媒体实践课、新闻写作和媒体伦理学。

A: Good. What is your understanding of journalism?
A：好的。你对新闻工作的理解是什么？

B: Journalism is the investigation and reporting of events, issues and trends to a broad audience.[1]
B：新闻工作是面向广大观众调查和报道事件、问题和趋势。

2 介绍新闻报道的范围

A: Mrs. Li, why do you want to be a television reporter?
A：李女士，为什么你想成为一名电视记者？

B: I enjoy the feeling of holding the microphone in front of a video camera.
B：我喜欢站在摄像机前拿着话筒的感觉。

A: Do you have any related work experience?
A：你有相关的工作经验吗？

B: Yes, I have worked as a newspaper reporter for two years.
B：是的，我当新闻记者两年了。

A: What are the topics of your reporting?
A：你报道的话题都是什么？

B: My reports range from business organizations to cultural aspects of society such as arts and entertainment.[3]
B：我的报道范围从企业组织到社会的文化方面，比如艺术和娱乐。

A: Can you write articles independently?[2]
A：你能独立撰写文章吗？

B: Of course, I am a dab hand in news writing.
B：当然了，我是写文章的能手。

3 介绍新闻工作的内容

A: Do you have any relevant experience in the field of media?
A：你在传媒领域有相关工作经验吗？

B: Yes, I have been working as a journalist for five years.
B：有，我已经当了 5 年的新闻工作者了。

A: What is the major responsibility of a journalist?

A：新闻工作者的主要职责是什么？

B: A journalist collects, writes and distributes news and other information.[1]

B：新闻工作者收集、撰写和传播新闻及其他信息。

A: How does a journalist differ from a reporter?[4]

A：新闻工作者与记者的区别是什么？

B: A reporter is a type of journalist who conduct interviews, engages in research and makes reports.

B：记者是新闻工作者的一种类型，负责采访，调查和写报告。

A: Can you make live broadcasting?[2]

A：你能作现场直播吗？

B: Yes, I can.

B：是的，可以。

4 新闻工作者的素材来源

A: Ms. Li, let me start by asking you some simple questions.

A：李女士，首先让我问你几个简单的问题。

B: OK.

B：好的。

A: What is a news source in journalism?

A：新闻界是怎么定义新闻来源的？

B: In journalism, a news source could be a person, publication or other documents giving timely information.[5]

B：在新闻界，新闻来源可以是及时提供信息的人、出版物或其他资料。

A: Can you list some examples of news sources?

A：你能列举一些新闻来源的例子吗？

B: They include official records, broadcasts, witnesses of crime or people involved with an event.

B：新闻素材包括官方记录、广播节目、罪行的目击者或事件牵涉的人。

A: Brilliant. How to use news sources?

A：太棒了。怎样使用新闻来源？

B: Reporters are expected to develop and cultivate sources, especially when they regularly report a specific topic, like public safety.[6]

B：记者应该扩展和培养新闻来源，特别是当他们常规报道一个特定话题的时候，比如公共安全。

5 新闻工作者的素质

A: What qualities should a journalist possess?[7]

A：一新闻工作者需要具备什么素质？

B: A journalist should be brave when digging up scandals.[8]

B：一新闻工作者应该在揭露丑闻的时候非常勇敢。

A: That's good. How do you deal with news sources?

A：很好。你怎样处理新闻来源？

B: I would be very cautious when using anonymous sources.[6]

B：当报料人是匿名的时候，就会很小心谨慎。

A: Why? Do you doubt its authenticity?

A：为什么？你怀疑它的真实性吗？

B: Journalists must be skeptical before using information.

B：新闻工作者在使用信息之前都必须保持怀疑的态度。

43 应聘维修人员

即翻即用的场景关键词

点滴积累，扫清障碍

维修 Repair

repair [ri'pɛə] *v.* 维修
service ['səːvis] *n.* 检修
maintain [mein'tein] *n.* 保养，维护
upkeep ['ʌpˌkiːp] *n.* 维持
preventive [pri'ventiv] *adj.* 预防的
corrective [kə'rektiv] *adj.* 补救的
remote [ri'məut] *adj.* 远程的
automatic [ˌɔːtə'mætik] *adj.* 自动化化
restoration [ˌrestə'reiʃən] *n.* 恢复
modificationt [ˌmɔdifi'keiʃən] *adj.* 改进，修改

失效 Failure

error ['erə] *n.* 错误
mistake [mis'teik] *n.* 误差
critical ['kritikəl] *adj.* 致命的
aging ['eidʒiŋ] *adj.* 老化的
misuse [mis'juːs] *n.* 误用
sudden ['sʌdən] *adj.* 突然的
intermittent [ˌintə'mitənt] *adj.* 间歇的
latent ['leitənt] *adj.* 潜在的
mechanism ['mekənizəm] *n.* 机械装置
degradation [ˌdegrə'deiʃən] *n.* 退化

工具 Tool

saw [sɔː] *n.* 锯
gear [giə] *n.* 齿轮
drill [dril] *n.* 钻
mold [məuld] *n.* 模具
laser ['leizə] *n.* 激光
hammer ['hæmə] *n.* 锤子
file [fail] *n.* 锉
screwdriver ['skruːˌdraivə] *n.* 螺丝刀
lathe [leið] *n.* 车床
ruler ['ruːlə] *n.* 尺子

其他 Others

measure ['meʒə] *n.* 测量
durability [ˌdjurə'biliti] *n.* 耐久性
fault [fɔːlt] *n.* 故障
standby ['stændˌbai] *n.* 备用品
idle ['aidl] *adj.* 闲置的
echelon ['eʃəˌlɔn] *n.* 作业线
diagnosis [ˌdaiəg'nəusis] *n.* 诊断
intrinsic [in'trinsik] *adj.* 固有的
operational [ˌɔpə'reiʃənəl] adj. 操作的
disabled [dis'eibld] *adj.* 有缺陷的

高频使用的短语

"动静"结合，活学活用

名词短语

电器 electrical appliance
岗前培训 pre-job training
道路救援队 road rescue team
工作状态 operating state
现场维修 on-site maintenance
核查时间 check-out time
自动控制 automatic control
高水平 advanced level
远程维修 remote repair
失效机理 failure mechanism
维修方针 maintenance policy
技术延迟 technical delay
筛选试验 screening test
双重含义 double meaning

动词短语

自信 believe in oneself
呼叫 call out
拿走 take away
称某物为…… refer to sth. as
逐渐开始做 come to do
由……制成 be made out of
找……的毛病 find fault with
研究，调查了解 look into
奔波 run about
提取 pick up
用于做 be designed to do
摆脱，脱离 break away from
爱好 have an appetite for
开始做 set out to do
担负 be burdened with
决心要做…… be bent on doing

介词短语

来回地 to and fro
用……，以…… by means of
不妨做 may as well do
无论如何 in any event
不足为奇 as is often the case
在……前部 in the front of
正处于 up for
愈加，更加 all the more
永远 for good
大量地 in large quantities
从现在起 from now on

申请维修职位：

01 Step

I am applying for the position as a repairman of electrical appliances. 我正在申请成为家用电器的维修人员。

☆ I'm applying to be a repairman. 我在申请维修工的职位。

介绍维修技能：

02 Step

I'm confident about my mechanical skills such as repairing the refrigerators, family pipes and toilets. 我对我的修理技能还是有信心的，像修冰箱、水管和马桶等都不在话下。

☆ I used to work as a community maintenance technician, so I could fix all kinds of stuff including electric circuits, lighting facilities and gas pipelines.
☆ 我曾经是个社区维修工，所以我能修理包括电路、照明设施和燃气管道在内的各种东西。
You can totally trust me with my skills since I am a certificated mechanist.
您大可以相信我的技术，我是个持有许可证书的机械师。

介绍工作中的安全保障：

03 Step

We provide all the necessary protections during your working hours. 在工作中我们提供各种必要的防护措施。

☆ It's unnecessary to worry about your safety. Our working environment is utterly secured.
你无需担心你的安全，我们的工作环境是很安全的。
☆ You may have to take training lessons in safe operation before you start work.
你在正式到岗之前可能依然需要接受安全操作训练。

维修人员的岗前培训：

04 Step

The pre-job training aims to promote your understanding of our products. 这个岗前培训旨在促进你对于本公司产品的了解。

☆ The pre-job training focuses on the promotion of your understanding about our products. 这个岗前培训注重促进你对于本公司产品的了解。
☆ The pre-job training is about our products. 岗前培训是关于我们的产品的。

针对产品探索维修方式：

05 Step

You could find the most effective way to repair our products. 你可以找到最适于维修本公司产品的方式。

☆ Sometimes you just have to adjust your pattern of fixing due to the features of the product itself. 有时你只需要根据产品本身的特点来调整你的维修模式就可以了。
☆ As soon as you get familiar with the structure of our products, it'll be way easier for you to repair them. 一旦你熟悉了我公司的产品结构，你维修起来就非常容易上手了。

远程维修：

06 Step

We provide customers with remote maintenence through telephone and Internet. 本公司通过电话和网络为客户提供远程维修服务。

- ☆ We offer the remote repair service. 我们提供远程维修服务。
- ☆ You'll guide the customers through the telephone. 你将通过电话指导客户。

维修人员的必要素质：

07 Step

Despite the repair knowledge, you should also be good at communication and instruction. 除了维修知识，你还要善于沟通和指导。

- ☆ Communication is important. 沟通很重要。
- ☆ You need to be patient. 你要有耐心。

上门维修：

08 Step

You need to run from home to home dealing with different problems of electrical appliances. 你需要奔波于客户住所间处理不同的电器问题。

- ☆ On-site service is part of your job. 上门服务是你工作内容的一部分。
- ☆ Most of the time, you'll have to visit our clients in their houses in order to get your job done. 大多数时候，你得到客户家里完成你的工作。
- ☆ Because customers usually have large appliances that they could not bring out to be repaired, you are likely to do a lot of on-the-spot jobs. 鉴于顾客们往往需要修理的都是难以搬运的大家电，你可能需要接很多上门服务的活儿。

遵守工作规则：

09 Step

We cannot promise your safety unless you strictly follow our code of practice. 如果你不严格遵守我们的操作守则的话，我们就无法保证你的安全。

- ☆ Following the code of practice is not only a rule but also an effective method of avoiding troubles. 遵守操作守则不仅是一条规定，更是有效规避差错的好办法。
- ☆ It's necessary for you to follow the code of practice since you are new to this. 因为你才刚上手工作，所以遵守操作守则是很必要的。

原厂维修：

10 Step

You should repair the cars in the garage with one or two partners. 你要和一到两名同事合作，在维修厂里维修这些汽车。

- ☆ You and one or two partners would repair the cars in the garage. 你要和一到两名同事合作，在维修厂里维修这些汽车。
- ☆ You'll work in the garage with your partners. 你会和搭档们在维修厂里工作。

救援维修：

11 Step

We have the road rescue team to deal with emergencies for customers. 我们有道路救援队为客户处理突发事件。

- ☆ We have the road rescue team to handle the emergency. 我们有道路救援队处理突发事件。
- ☆ The emergency would be solved by the road rescue team. 突发事件由道路救援队负责处理。

1 维修技能

A: I would like to ask about some information of your repair skills.

A: 我想了解一下你的维修技能。

B: Fine. I was trained as a professional furniture repairman for three years in college. And I could repair any damage of the furniture.

B: 好的。我在大学学了三年的专业家具维修。我可以修复任何形式的家具损坏。

A: Are you good at a particular furniture styles?

A: 你有特别擅长维修的家具种类吗?

B: I am confident of my repair skills with all kinds of furniture.

B: 我有足够的信心相信自己可以维修所有类型的家具。

A: I am glad to hear that.

A: 我很高兴听到你这么说。

2 岗前培训

A: I know that you already have good repair skills. But you still should take part in a pre-job training.

A: 我知道你已经掌握了娴熟的维修技能。但你仍要参加一个岗前培训。

B: It is fine with me.

B: 没问题。

A: The pre-job training aims to promote your understanding of our products.[4]

A: 这个岗前培训旨在促进你对于本公司产品的了解。

B: Oh, I see.

B: 哦，我知道了。

A: The training will help you to explore the differences between our products and others, And then you could find the most effective way to repair our products.[5]

A: 这个培训会帮助你探索本公司产品和其他产品的不同之处。然后你就可以找到最适于维修本公司产品的方式了。

3 远程维修

A: Do you know that the Repair Department in this mobile phone company is a little different from the traditional one?

A: 你是否知道我们这个移动电话公司中的维修部门和传统的维修部门有些不同?

B: I know something about this.

B: 我知道一些。

A: Good. We provide customers with remote maintenence through telephone and Internet.[6]

A: 很好。本公司通过电话和网络为客户提供远程维修服务。

B: So as a repairman in this company I should instruct customers to repair their cell phones remotely.

B: 所以作为贵公司的维修人员，我需要远程指导客户维修自己的移动电话。

A: Yes. Despite repair knowledge, you should also be good at communication and instruction.[7]

A：是的。除了维修知识，你还要善于沟通和指导。

4 上门维修

A: On-site repair is the main service provided by any repairman. So...

A：维修人员主要负责上门维修。

B: So I have to repair electrical appliances at the customers' home.

B：所以我需要在客户的家里维修电器。所以……

A: That is right. You need to run from home to home dealing with different problems of electrical appliances.[8] Is that hard to you?

A：是的。你需要奔波于客户住所之间处理家用电器的不同问题。这对你有困难吗？

B：Not at all. I can handle it.

B：不会。我可以处理。

5 原厂维修

A: What else do you want to know about this position as a car repairman?

A: 你还想了解有关于汽车维修人员的什么信息呢？

B: I would like to know how I could provide repair service for customers.

B: 我想了解一下我要怎样为客户提供维修服务。

A: Generally speaking, customers will send their broken cars to the garage. And you should repair them in the garage with one or two partners.[10]

A: 一般来说，客户会把坏了的汽车送到维修厂来。你要和一到两名同事合作，在维修厂里维修这些汽车。

B: Do I need to provide any on-site repair for customers?

B: 我需要为客户提供上门维修服务吗？

A: No. You do not need to do so. We have the road rescue team to deal with emergencies for customers.[11]

A: 不需要。我们有道路救援队为客户处理突发事件。

44 | 应聘空姐

即翻即用的场景关键词

点滴积累，扫清障碍

空姐 Stewardess

steward ['stju:əd] *n.* 乘务员
stewardess [ˌstju:ə'dis] *n.* 空中小姐
female ['fi:meil] *adj.* 女性的
attendant [ə'tendənt] *n.* 服务人员
flight [flait] *n.* 飞行
hostess ['həustis] *n.* 女乘务员
airline ['ɛəlain] *n.* 航空公司
aircrew['ɛəkru:] *n.* 空勤人员

语言技能 Language Skills

multiple ['mʌltipl] *adj.* 多种的
fluent ['flu:ənt] *adj.* 流利的
pronunciation [prəˌnʌnsi'eiʃən] *n.* 发音
conversation [ˌkɔnvə'seiʃən] *n.* 谈话
accurate ['ækjurit] *adj.*准确的
oral ['ɔ:rəl] *adj.* 口头的
spoken English 英语口语
expression [ik'spreʃən] *n.* 表达

身体条件 Physical Qualification

weight [weit] *n.* 体重
height [hait] *n.* 身高
shape [ʃeip] *n.* 外形
appearance [ə'piərəns] *n.* 外表
eyesight ['aisait] *n.* 视力
features ['fi:tʃəz] *n.* 相貌
disease [di'zi:z] *n.* 疾病
restriction [ri'strikʃən] *n.* 限定

职业素质 Professional Qualities

smile [smail] *n.* 微笑
apparel [ə'pærəl] *n.* 服饰
neat [ni:t] *adj.* 整洁的
posture ['pɔstʃə] *n.* 姿势
amiable ['eimjəbl] *adj.* 亲切的
elegant ['eligənt] *adj.* 优雅的
decent ['di:snt] *n.* 体面的
reliable [ri'laiəbl] *adj.* 可信赖的

工作职责 Job Responsibility

ensure [in'ʃuə] *v.* 确保
emergency [i'mə:dʒənsi] *n.* 紧急情况
monitor ['mɔnitə] *v.* 监测
baggage ['bægidʒ] *n.* 行李
evacuation [iˌvækju'eiʃən] *n.* 疏散
serve [sə:v] *v.* 服务
meal [mi:l] *n.* 膳食
first aid 急救

高频使用的短语

"动静"结合，活学活用

名词短语

空姐 flight attendant
视力检查 eye test
登机牌 boarding card
站姿 standing posture
紧急疏散 emergency evacuation
多语言空姐 multilingual stewardess
微笑服务 smiling service
美容课 beauty classes
身高限定 heightrestriction
身高要求 height requirement
首要职责 primary role
客户服务 customer service
淡妆 light makeup
个人仪表 personal grooming
国际旅客 international traveler
特殊需求 special need
护理经验 nursing experience

动词短语

对……有重大影响 has great influence on
适应 accommodate to
做运动 take physical exercise
供应饮料 serve drinks
照料 take care of
处理掉 dispose of
化妆 put on makeup
实现 come true
确保某人的安全 ensure one's safety
保持健康 keep fit
寻求帮助 call for assistance
对……要求 demand for
满足某人的需求 satisfy one's needs

介词短语

在天空中 in sky
与……成比例 in proportion to
除此之外 on top of that
在颠簸中 during turbulence
自信地 with confidence
勤劳地 with one's shoulder to collar
在飞机上 on board
身体好 in good health
处于最好的状态 in top condition
在接下来的几周里 in the following weeks
体贴入微地 with great tenderness

01 Step

介绍想成为空姐的原因：

Actually, my mother is also a stewardess, who has great influence on me. 事实上，我妈妈也是一名空姐，她对我有很大影响。

- ☆ My mother, who is also a flight attendant, has great influence on me.
  我妈妈也是一名空姐，她对我有很大影响。
- ☆ I am greatly influenced by my mother, who is also a stewardess.
  我受到我妈妈很大影响，她也是一名空姐。
- ☆ I hope my dream of flying into the sky can come true. 我希望我在天空中飞翔的梦想能够实现。

02 Step

询问身高体重：

What's your height? 你的身高是多少？

- ☆ How tall are you? 你的身高是多少？
- ☆ How much do you weigh? 你的体重是多少？
- ☆ How heavy are you? 你有的体重是多少？

03 Step

介绍空姐身高体重的要求：

Most airlines have height restriction for safety reasons.
大多数航空公司出于安全原因，对身高都有限定。

- ☆ The acceptable height for a stewardess is 160 to 185cm.
  一名空姐可以接受的身高是 160 ~ 185 厘米。
- ☆ The height requirement for a stewardess is 160 to 185cm. 空姐的身高要求是 160 ~ 185 厘米。
- ☆ A flight attendant's weight must be in proportion to height. 空姐的体重必须与身高成比例。

04 Step

介绍身体状况：

I often take physical exercise to keep fit.
我经常煅练，以保持健康。

- ☆ As a flight attendant, I keep fit by taking physical exercise.
  作为空姐，我经常做运动以保持健康。
- ☆ I am in good health. 我的身体很好。
- ☆ I have a eye test, and the report says my vision is perfect.
  我作了视力检查，检查报告上说我的视力非常好。

05 Step

询问空姐的职责：

Do you know what is the primary role of a stewardess?
你知道空姐的首要职责是什么吗？

- ☆ What is the major responsibility of a stewardess? 空姐的主要职责是什么？
- ☆ What is a flight attendant responsible for? 空姐主要负责什么？
- ☆ What is the job of a stewardess? 空姐的工作内容是什么？

介绍空姐的职责：

06 Step

The primary role of a stewardess is to ensure passengers' safety.
空姐的首要职责是确保乘客的安全。

- ☆ Flight attendants must assist passengers with their special needs, like small children travelling alone. 空姐应该帮助乘客解决特殊需求，比如帮助无人陪伴旅行的小孩儿。
- ☆ Flight attendants usually serve drinks or food to passengers.
  空姐通常会为乘客提供饮料和食品。
- ☆ Flight attendants need to verify passengers' boarding cards. 空姐需要核实乘客的登机牌。

询问空姐的职业技能：

07 Step

How many foreign languages can you speak? 你会说几门外语？

- ☆ What would you do during turbulence? 在飞机颠簸中你会怎么做？
- ☆ What are the principles of passenger evacuation in an emergency?
  紧急疏散乘客的原则是什么？
- ☆ Do you have any nursing experience? 你有护理经验吗？
- ☆ How to deal with emergencies on board? 怎样处理飞机上的紧急情况？

介绍空姐的职业技能：

08 Step

As a multilingual flight attendant, I can serve international travelers in English, French and Japanese.
作为一名多语言空姐，我能用英语、法语和日语服务国际旅客。

- ☆ I am a multilingual stewardess, speaking English, French and Japanese.
  我是一名多语言空姐，能说英语、法语和日语。
- ☆ I am fluent in spoken English. 我英语口语非常流利。
- ☆ I know how to take care of small children. 我知道怎样照顾小孩儿。
- ☆ I know how to provide first aid. 我知道如何提供急救。

空姐的职业素质：

09 Step

Treating passengers with great tenderness is one of the most important professional qualities of a stewardess.
关照乘客细致入微是空姐最重要的职业素质之一。

- ☆ Passengers always come first. Remember that. 记住，乘客至上。
- ☆ Airline attendants are service staff, thus providing thoughtful service is always stewardesses' priority. 空乘人员是服务人员，所以提供周到的服务才是空姐的首要任务。

空姐的个人仪表：

10 Step

Flight attendants are generally expected to show a high level of personal grooming such as appropriate use of cosmetics.
空姐通常需要体现出非常好的个人仪表，比如恰当使用化妆品。

- ☆ Flight attendants are generally expected to wear light makeup. 空姐通常需要化淡妆。
- ☆ Flight attendants should behave elegantly. 空姐应该举止优雅。
- ☆ A stewardess must have good standing posture. 空姐必须有好的站姿。
- ☆ Flight attendants must not have any visible tattoos. 空姐不能有任何可见的纹身。

1 应聘空姐

A: Ms. Susan, you are applying for the position of stewardess, aren't you?

A：苏珊女士，你在应聘空姐的职位，是吧？

B: Yes. Actually, my mother is also a stewardess, who has great influence on me.[1] I always imagine one day I can fly into the blue sky as my mother.

B：是的。事实上，我妈妈也是一名空姐，她对我有很大影响。我总是幻想着有一天我能像妈妈在蓝天上飞翔。

A: You know, being an airline hostess is not an easy job.

A：你知道，空姐不是一个简单的工作。

B: My mother has told me that.

B：我妈妈已经告诉我了。

A: Do you know what the primary role of a stewardess is?[5]

A：你知道空姐的首要职责是什么吗？

B: The primary role of a stewardess is to ensure passengers' safety.[6]

B：空姐的首要职责是确保乘客的安全。

2 空姐的身体条件

A: Ms. Susan, how old are you?

A：苏珊女士，你今年多大？

B: I am 22 years old.

B：我 22 岁。

A: What's your height?[2]

A：你的身高是多少？

B: I am 168 centimeters. Do you have height requirement?

B：我的身高是 168 厘米。你们有身高要求吗？

A: Yes, most airlines have height restriction for safety reasons.[3] Typically, the acceptable height is between 160 to 180 cm. How about your eyesight?

A：是的，大多数航空公司出于安全原因，对身高都有限定。通常，可以接受的身高是 160 到 180 厘米之间。你的视力怎么样？

B: I've had my eyes tested and the report says that my eyesight is perfect.

B：我的眼睛检查过了，检查报告上说我的视力非常好。

3 空姐的职责

A: Ms. Susan, have you received any training before?

A：苏珊女士，你以前接受过培训吗？

B: Yes, I have received six months training in a vocational school.

B：是的，我在职业学校接受了六个月的培训。

A: What is the content of the training?

A：培训内容是什么？

B: It focused on safety, which includes first aid, passenger evacuation in emergency, survival in the sea, the jungle and the desert.

B：培训的主要内容是安全问题，包括急救、紧急疏散乘客，在海上、丛林和沙漠中的生存。

A: Apart from ensuring safety, what are the other responsibilities of flight attendants?

A：除了确保安全，空姐的其他职责是什么？

B: Flight attendants must assist passengers with their special needs, like small children travelling alone.[6] On top of that, flight attendants will usually serve drinks or food to passengers.[6]

B：空姐应该帮助乘客解决特殊需求，比如帮助无人陪伴旅行的小孩儿。除此之外，空姐通常会为乘客提供饮料和食品。

4 空姐的职业技能

A: Ms. Susan, how many foreign languages can you speak?[7]

A：苏珊女士，你会说几门外语？

B: As a multilingual flight attendant, I can serve international travelers in English, French and Japanese.[8]

B：作为一名多语言空姐，我能用英语、法语和日语服务国际旅客。

A: What would you do if one of your passengers has an accident on board?

A：如果一位乘客在飞机上发生了事故你该怎么办？

B: I will give him first aid and call for assistance.

B：我会给他紧急救治并且寻求帮助。

A: Do you have any nursing experience?

A：你有护理经验吗？

B: Yes, I know how to take care of children.

B：是的，我知道怎样照顾小孩儿。

A: What would you do during turbulence?[7]

A：在飞机颠簸中你会怎么做？

B: I will ensure the cabin's security by disposing of the hot water.

B：我会通过倒掉热水确保机舱安全。

5 空姐的职业素质

A: What do you think is the most important quality for a stewardess?

A：你认为空姐最重要的职业素质是什么？

B: I think good service with smiles is essential.

B：我认为面带微笑的优质服务是至关重要的。

A: Do you know how to put on makeup?

A：你知道如何化妆吗？

B: I don't quite understand, but I am eager to learn.

B：我不是很了解，但是我愿意学。

A: Flight attendants are generally expected to show a high level of personal grooming such as appropriate use of cosmetics.[10]

A：空姐通常需要体现出非常好的个人仪表，比如恰当使用化妆品。

B: OK, I think I can take some beauty classes in the following weeks.

B：好的，我想我在以后几周可以上几节美容课。

A: That's good. We will inform you if you are hired.

A：那样很好。如果你被录用了，我们会通知你的。

45 应聘会计

即翻即用的场景关键词

点滴积累，扫清障碍

日常工作 Daily Job

acceptance [ək'septəns] *n.* 承兑
advance [əd'vɑ:ns] *v.* 预付
transaction [træn'zækʃən] *n.* 业务，交易
deposit [di'pɔzit] *v.* 储蓄
estimate ['estimeit] *v.* 估算
exchange [iks'tʃeindʒ] *v.* 兑换
outlay ['aut,lei] *v.* 支出，花费
recoup [ri'ku:p] *v.* 补偿，偿还
stocktake ['stɔkteik] *n.* 估量，盘点
trust [trʌst] *v.* 信托

相关人员 Related Personnel

accountant [ə'kauntənt] *n.* 会计员
auditor ['ɔ:ditə] *n.* 审计员
bookkeeper ['buk,ki:pə] *n.* 会计
consignee [kənsai'ni:] *n.* 承销人
creditor ['kreditə] *n.* 债权人
drawee [drɔ:'i:] *n.* 付款人
guarantor [,gærən'tɔ:] *n.* 担保人
mortgagor [,mɔ:gi'dʒə] *n.* 抵押人
shareholder ['ʃɛ,həuldə] *n.* 股东
debtor ['detə] *n.* 债务人

相关资产 Related Assets

tax [tæks] *n.* 税
subsidy ['sʌbsidi] *n.* 补贴
rebate ['ri:,beit] *n.* 回扣
loan [ləun] *n.* 贷款
liability [,laiə'biliti] *n.* 负债
fund [fʌnd] *n.* 资金
expenditure [ik'spenditʃə] *n.* 经费
commission [kə'miʃən] *n.* 佣金
balance ['bæləns] *n.* 余额
allowance [ə'lauəns] *n.* 津贴

其他 Others

asset ['æset] *n.* 资产
average ['ævəridʒ] *n.* 平均数
duplicate ['dju:plikit] *n.* 副本
estate [is'teit] *n.* 不动产
extension [iks'tenʃən] *n.* 延期
investment [in'vestmənt] *n.* 投资
liquidation [,likwi'deiʃn] *n.* 结算，清算
overdraft ['əuvə,dræft] *n.* 透支
proprietorship [prə'praiətə,ʃip] *n.* 所有(权)
ledger ['ledʒə] *n.* 分类账

高频使用的短语

"动静"结合，活学活用

名词短语

精通英语 English proficiency
电脑化会计系统 computerized accounting systems
年度报告 annual statement
成本会计 cost accounting
期间费用 period expense
销货折让 sales allowance
应付工资 salary payable
外汇收益 gain on exchange
财政状况 financial state
财政事务 financial affairs
银行存款 cash in bank
所得税 income tax
相关性原则 relevance principle
增值税 value added tax
所有者权益 owner's equity
注册会计师 certified public accountant

动词短语

做记录 keep a record
由……审核通过 be approved by
按时完成 complete on time
以……为特征 be characterized by
厌烦，对……厌倦 be tired of
无意识的 be unconscious of
对……要求严格 be strict with
量入为出 make ends meet
结算 settle accounts
一定会，不得不 be bound to（do）
喜欢，爱好 be fond of
为……而担心 be worry about
乐意做 be willing to（do）

介词短语

与……一致 in accord with
此外 in addition
偶然 by chance
在考虑中 under consideration
无可置疑地 without doubt
由于，因为 on account of
要不是 but for
和……比较 in comparison with
在衰退中 on the decline
在争论中 in dispute

相关学习背景：

01 Step

I took many courses in accounting to enhance my professional knowledge. 我学了许多与会计领域相关的课程来增加我的专业知识。

☆ I majored in accounting in college. 我大学主修会计学。

☆ I was awarded numerous scholarships while pursuing my Bachelor of Accountancy at the Pennsylvania State University. 我在宾州州立大学攻读会计本科学位时曾荣获众多奖学金。

介绍自己感兴趣的科目：

02 Step

I like Management Accounting and I did best in it.
我最喜欢管理会计，这门课成绩也最好。

☆ I got the best record on Management Accounting because I am interested in it.
我在管理会计这门课中取得了最好成绩，因为我对它感兴趣。

在简历中说明实习情况：

03 Step

I had worked at a real estate company as a financial accountant for three years. 我曾作为一名财务会计师就职于一家地产公司。

☆ I have worked as financial manager, insurance actuary and accountant; you can find more details in my resume.
我的从业经验涵盖了财务经理、保险精算师和会计师，您可以在我的简历中了解详情。

☆ I'm a certificated accountant and I have five years' experience in the same position.
我是一名注册会计师，并且之前在这一岗位有过 5 年的从业经验。

实习经验：

04 Step

I was offered a part-time job in that company during my second and third school years.
在大学二年级和三年级期间，我有机会在那家公司作兼职。

☆ I got a part-time job as an acconnt in the ABC Company.
我在 ABC 公司兼职作过会计。

☆ I've worked as an acconnt for 5 years. 我有 5 年会计从业经验。

说明必要条件：

05 Step

English proficiency is essential for each staff in this company.
对每一位职员来说，精通英语是重要条件。

☆ Since our company is a multinational corporation, English proficiency is very much required.
因为我公司是一家跨国企业，所以英语能力必不可少。

☆ You need to have a good command of English to work with all the foreign crew members here.
在这你得非常精通英语才能高效地和外国同事合作。

06 Step 询问应聘者的英语水平：

Your English ability is good but I wonder if you can deal with bookkeeping and accounting in English. 你的英语水平非常优秀，但是我不知道你是否可以处理英语的账目和会计事宜。

☆ Do you have any certificates of English proficiency in accountancy?
你有会计领域的英语能力证书吗？

07 Step 预估会计行业发展前景：

I believe several features of the accounting development tendency could be predicted now.
我相信，一些有可能出现在会计行业发展趋势中的特征是可以预估的。

☆ My view about accounting is very optimistic since every company with flow of capital needs accountants. 我很看好会计行业，因为每个需要资金流动的公司都需要会计。

08 Step 财政状况的公开性：

The most important is to make the financial state more public.
最重要的是提高财政状况的公开性。

☆ Keeping the financial state public is a very important part of your job.
保持财政状况的公开性是你工作的一个非常重要的组成部分。

☆ Whatever you are working on, remember to ensure the financial transparency.
无论你在做什么工作，切记确保财政的透明性。

09 Step 会计系统的计算机化：

I also believe the computerized accounting systems will be more attractive to most companies.
我也相信对大多数公司来说，计算机化的会计系统会更有吸引力。

☆ I also believe the computerized accounting systems will be used by most companies.
我也相信大多数公司会引入计算机化的会计系统。

☆ I also believe most companies will computerize the accounting systems.
我也相信大多数公司会对会计系统进行计算机化改革。

10 Step 会计的职责：

The accountant is responsible for the financial affairs in a company.
会计负责处理公司的财政事务。

☆ It's an accountant's job to keep records of every cash flow.
会计的工作是记录每一笔资金流动。

☆ It's also an accountant's job to pay wages and bonuses on time.
准时发放工资、奖金也是会计的工作。

1 教育背景

A: I know from your resume that you majored in accounting at International Commercial University.

A：我从你的简历中得知你在国际金融学院学习了会计专业。

B: That is right.

B：是的。

A: Could you name some courses that you had at that time?

A：你能为我列举一下你所学过的课程吗？

B: I took many courses in the accounting to enhance my professional knowledge,[1] such as Principles of Accounting, Commercial Accounting, Industrial Accounting and so on.

B：我学了许多与会计领域相关的课程来增加我的专业知识，比如会计原理、商业会计、工业会计等。

A: Which course is your favorite?

A：你最喜欢哪一门课程？

B: I like Management Accounting and I did best in it.[2]

B：我最喜欢管理会计，这门课成绩也最好。

2 相关工作经验

A: Are you an accountant with practical work experience?

A: 你是一名具有实际工作经验的会计吗？

B: Yes. I got a part-time job as an account in ABC Company.[4] I worked there for three evenings a week and I did quite well.

B：是的。我在 ABC 公司作过兼职会计。我每周工作三个晚上，我的工作表现很好。

A: I found a recommendation letter from the accounting manager in your resume.

A：我在你的简历中看到了财会经理为你写的推荐信。

B: Because of the experience, I am confident that I can deal with all of the routine work now.

B：因为那段经验，我现在很有自信可以处理一切日常事务。

A: Great. The practical experience is very important to everyone.

A：很好。实际工作经验对每一个人来说都很重要。

B: Absolutely.

B：绝对如此。

3 英语能力

A: You know that this company is a Sino-America joint venture. So English proficiency is essential for each staff in this company.[5]

A：你知道的本公司是中美合资企业。所以对每一位职员来说精通英语是重要条件。

B: OK. I know that.

B：是的。我知道。

A: Your English ability is good enough but I wonder if you can deal with bookkeeping and accounting in English.[6]

A：你的英语水平非常优秀，但是我不知道你是否可以处理英语的账目和会计事宜。

B: No problem. I was one of the top students in Accounting English.

B：没有问题。我是会计英语这门课程中最好的学生之一。

A: Fantastic.

A：太好了。

B: I believe my English proficiency is the last thing to worry about.

B：我想我们完全不必为我的英语能力担心。

4 会计工作的发展趋势

A: Would you like to talk about your idea about the accounting development tendency?

A：我愿意谈一下你对会计行业发展前景的看法吗？

B: It is difficult to analyze the whole tendency. But I believe several features of the accounting development tendency could be predicted now.[7]

B：全面地分析发展趋势是很困难的。但是我相信，一些有可能出现在会计行业发展趋势中的特征是可以预估的。

A: What are they?

A：哪些特征？

B: The most important is to make the financial state more public.[8]

B：最重要的是提高财政状况的公开性。

A: I agree with you. More and more staff want to guarantee their rights now. They want to know the company's financial state clearly.

A：我同意。越来越多的职员想要确保他们的权利。他们要清楚地了解公司的财政状况。

5 会计人员的职业操守

A: Do you think the position of accountant is kind of special?

A：你是否认为会计这个职位有些特别？

B: Yes. The accountant is responsible for the financial affairs in a company. And any business in relation to money is super important and sensitive.

B：是的。会计负责处理公司的财政事务。所有与钱有关的事务都是极度重要和敏感的。

A: That is right. So I describe it as "special".

A：是的。所以我形容它很"特别"。

B: And the accountants who could fulfill their duties should have many positive characteristics.

B：能够履行职责的会计需要很多特殊的好品质。

A: For example?

A：比如？

B: For example, the accountant should be honest and objective to all of the financial affairs.

B：比如。会计在处理一切财政事务时都要诚实和客观。

46 应聘翻译

即翻即用的场景关键词

点滴积累，扫清障碍

翻译 Translation

translator [træns'leitə] *n.* 翻译人员
interpreter [in'tə:pritə] *n.* 口译员
transcription [træns'kripʃən] *n.* 抄本
translation [træns'leiʃən] *n.* 翻译
source language 源语言
target language 目标语言
equivalent [i'kwivələnt] *n.* 对等者
context ['kɔntekst] *n.* 语境

翻译课程 Courses

theory ['θiəri] *n.* 理论
comparative [kəm'pærətiv] *adj.* 比较的
literature ['litəritʃə] *n.* 文学
linguistics [liŋ'gwistiks] *n.* 语言学
terminology [ˌtə:mi'nɔlədʒi] *n.* 术语
semiotics [semi'ɔtiks] *n.* 符号学
bicultural [bai'kʌltʃərəl] *adj.* 两种文化的
analysis [ə'næləsis] *n.* 分析

翻译类型 Type

literary ['litərəri] *adj.* 文学的
religious [ri'lidʒəs] *adj.* 宗教的
cultural ['kʌltʃərəl] *adj.* 文化的
business ['biznis] *n.* 商务
computer-assisted 计算机辅助的
conference ['kɔnfərəns] *n.* 会议
simultaneous interpretation 同声传译
consecutive interpretation 交传

翻译技巧 Skill

metaphrase ['metəfreiz] *n.*直译
paraphrase ['pærəfreiz] *n.*意译
amplification [ˌæmplifi'keiʃən] *n.* 扩充
conversion [kən'və:ʃən] *n.* 转换
omission [əu'miʃən] *n.* 省略
inversion [in'və:ʃən] *n.* 倒装
repetition [ˌrepi'tiʃən] *n.* 重复
machine [mə'ʃi:n] *n.* 机器
annotation [ˌænəu'teiʃən] *n.* 注解

翻译要求 Requirements

knowledgeable ['nɔlidʒəbəl] *adj.* 博学的
technical ['teknikəl] *adj.* 专业的
surefooted ['ʃuəfutid] *adj.* 踏实的
vigorous ['vigərəs] *adj.* 精力充沛的
faithfulness ['feiθfulnis] *n.* 诚实
patient ['peiʃənt] *adj.* 耐心的

高频使用的短语

"动静"结合，活学活用

名词短语

翻译理论 translation theory
比较文学 comparative literature
社会科学 social science
综合性学科 comprehensive discipline
文化背景 cultural background
口头沟通 oral communication
翻译原则 translation principle
双重理想 dual ideals
源文本 source text
文学作品 literary works
符号语言 sign language
翻译研究 translation study
跨学科研究 interdisciplinary subject
文化翻译 cultural translation
文本分析 text analysis
语篇分析 discourse analysis
区别性特征 distinctive feature
习惯表达 idiomatic expression
原始文本 original version
文学翻译者 literary translator
计算机辅助翻译 computer-assisted translation

动词短语

涉及 deal with
遵守 conform to sth.
具备 be equip with
符合标准 meet a criterion
被认为 considered as
润色语言 polish words
分析语境 analyze the context
被认为 be known as
检查 check on
从事 take on
被看做 regard sth. as
专门研究 specialize in
参考资料 make a reference

其他短语

一字不差地 word for word
在……帮助下 with the help of
快速地 at a great lick
在……前夕 on the eve of

场景中脱口而出的单句

实战口语，步步为营

翻译人员的职责：

01 Step

I think a translator serves to carry the meaning of the source language to the target language. 我认为翻译人员作为语言的运输者，把源语言的含义与目标语言连接起来。

- ☆ The role of a translator is bridging values between different cultures.
  翻译人员的职责是连接不同文化的价值。
- ☆ A translator's major responsibility is to transfer the meaning of the source language to the target language. 翻译人员的主要职责是将源语言的含义转移到目标语言。

翻译方法：

02 Step

I will go through the whole text, find out unfamiliar words or concepts. 我会仔细阅读整篇文章，检查不熟悉的词或概念。

- ☆ Translators cannot simply do the job by metaphrase, which means translating word by word .
  翻译人员不能简单地运用直译法翻译，也就是说不能逐字逐句地翻译。
- ☆ As a translator, you need to analyze the context and culture embedded in it.
  作为翻译人员，你应该分析语境和其嵌入的文化。
- ☆ I will do a back translation to check my translating work.
  我会作一次回译来检查我的翻译工作。

翻译人员的技能：

03 Step

A good translator should be equipped with translation skills, such as conversion, amplification, omission, etc.
一名好的翻译人员应该具备翻译技巧，比如词类转换、增译法和回译法。

- ☆ A competent translator is not only bilingual but bicultural.
  一名有能力的翻译人员不仅是能说两种语言的人，还是熟悉两种文化的人。
- ☆ A competent translator must be able to read, understand and retain other's ideas.
  一名有能力的翻译人员必须能够看出、理解和保留别人的观点。

询问翻译人员的职业原则：

04 Step

Could you tell me what translation principles translators should follow? 你能告诉我翻译人员应该遵守什么翻译原则吗？

- ☆ Can you illustrate your understanding of translation principles?
  你能阐释一下你对翻译原则的理解吗？
- ☆ What do you think is the most essential principle a translator ought to follow?
  你认为一个翻译者最该遵循的是什么翻译原则？

翻译人员的职业原则：

05 step

I think being faithful to the original works is my first principle as a translator. 我认为忠实于原作是我作为翻译者的首要原则。

☆ I always follow the principle of keeping dynamic equivalence to the original.
我始终遵循的原则是与原作保持功能对等。

☆ The translation theory of "faithfulness, expressiveness and elegance" that was put forward by Yan Fu is my ultimate pursuit.
由严复先生提出的"信、达、雅"的翻译原则是我的终极追求。

介绍笔译工作的内容：

06 step

As a translator, your main duty is translating latest American fictions into Chinese.
你作为笔译者的主要工作是将最新的美国小说译为中文。

☆ Our customers are mostly business clients, so your main job is to translate various official documents. 我们的客户大多是企业客户，所以你的主要工作就是翻译各种公文。

☆ You'll have to translate the dialogues in these movies into Chinese so that we can dub them.
你得把电影里的这些对话译成中文，我们好给它们配音。

介绍口译工作的内容：

07 step

Interpreting our officer's words faithfully and quickly during business conferences is your job as an interpreter.
在商务会议中快速准确地翻译我们执行官的话就是你作为口译员的工作。

☆ It's particularly important for you to interpret the exact meaning simultaneously as the leader gives a speech. 在领导讲话的同时准确地翻译他的话对你而言尤为重要。

☆ Your job is to respond to the given messages quickly.
你的工作就是对目标信息快速作出反应。

询问薪酬：

08 step

Can you tell me how much the hourly wage is as an interpreter in your company? 请问在贵公司从事口译工作的时薪是多少呢？

☆ Could you please tell me the salary of a translator? 能请您告诉我笔译职位的薪金是多少吗？

☆ I would love to work for you as a translator, but I'm still wondering how much I can earn monthly. 我十分期待在贵公司就职，但我想知道作为笔译员的月薪是多少。

介绍薪酬：

09 step

The hourly wage will be sixty dollars for you to work as an interpreter. 口译员的时薪是 60 美元。

☆ We offer you twenty dollars for every thousand Chinese characters you translate.
你每翻译 1000 字我们提供 20 美元的报酬。

☆ We offer a basic salary of two thousand dollars every month, and you'll be paid considerable commissions for published works.
我们每月提供 2000 美元的底薪，而且你的作品一经出版你还将会获得可观的提成。

1 介绍翻译教育背景

A: Hello, Mr. Andrew. I am Jack, the human resource manager. Take a seat, please.

A：你好，安德鲁先生。我是杰克，人力资源经理。请坐。

B: Thank you, Mr. Jack.

B：谢谢，杰克先生。

A: First, say something about your educational background, please.

A：首先，请介绍一下你的教育背景。

B: I am a postgraduate majoring in Translation Study.

B：我是一名翻译学专业的研究生。

A: Can you describe your major?

A：能描述一下你的专业吗？

B: Translation Study contains elements of social science and the humanities, dealing with the systematic study of translation theory, the application of translation and interpretation.

B：翻译研究包含了社会科学和人文学科的成分，涉及翻译的系统研究，翻译和口译的应用。

A: What are your major courses?

A：你的主修课是什么？

B: They are translation theory, text analysis and bicultural comparison.

B：包括翻译理论、文本分析和文化比较。

2 介绍翻译人员的职责

A: What is the role of a translator?

A：翻译人员的职责是什么？

B: I think a translator serves to carry the meaning of the source language to the target language.[1]

B：我认为翻译人员作为语言的运输者，把源语言的含义与目标语言连接起来。

A: This metaphor is very appropriate. But it is not easy to be a translator.

A：这个比喻很贴切。但是当一名翻译人员并不简单。

B: Yes. Because translators cannot simply do the job by metaphrase, which means translating word by word.[2]

B：是的，因为翻译人员不能简单地运用直译法翻译，也就是说不能逐字逐句地翻译。

A: Why is metaphrase imperfect?

A：为什么直译法是有缺点的？

B: A word often carries more than one meaning. So, as a translator, you need to analyze the context and the underlying culture.[2]

B：因为一个单词往往承载了不止一个意思。所以，作为翻译人员，你应该分析语境和其嵌入的文化。

3 介绍翻译人员的技能

A: How do you usually deal with a source-language text?

A：你通常怎样处理源语言文本？

B: First, I will go through the whole text, find out unfamiliar words or concept.[2]

B：首先，我会仔细阅读整篇文章，找出不熟悉的词或概念。

A: What would you do if the target language lacks the terms that used in the source language?

A：如果目标语言缺少源语言中所用到的措词，你会怎么办？

B: I will either paraphrase or omit the term in light of the specific context.

B：按照具体语境，我会进行意译或省略处理。

A: What do you know about translation techniques?

A：关于翻译技巧你了解多少？

B: Such as conversion, amplification omission, etc.

B：比如词类转换、增译法和省译法。

4 介绍翻译职业原则

A: Well, I can see that you are very professional in translation. Here's another question. Could you tell me what translation principles translators should follow?

A：我能看出您的翻译水平十分专业。我还有一个问题，你能告诉我翻译人员应该遵守什么翻译原则吗？

B: Sure, I think being faithful to the original works is my first principle as a translator. And the translation theory of "faithfulness, expressiveness and elegance" that was put forward by Yan Fu is my ultimate pursuit.[5]

B：当然，我认为忠实于原作是我作为翻译者的首要原则。而由严复先生提出的"信、达、雅"的翻译原则是我的终极追求。

A: That just made me even more convinced that you're an expert in this field.

A：现在我更加肯定您是翻译领域的个中翘楚了。

B: Thank you. It's just my personal point of view.

B：谢谢，这只是我个人的拙见罢了。

5 应聘口译人员

A: What is the major duty of an interpreter?

A：口译员的主要职责是什么？

B: An interpreter tramsfers meaning in the source language into the target language either simultaneously or consecutively.

B：口译员用同传或交传的方式，把源语言的意思转化成相应含义的目标语言。

A: Do you have any interpreting experience?

A：你有口译的相关工作经验吗？

B: Yes, I have two years' work experience in conference interpretation.

B：是的，我有两年会议口译的工作经验。

A: Good. What is the difference between an interpreter and a translator?

A：很好，口译员与笔译员的区别是什么？

B: A translator has time to revise and polish words, but an interpreter must interpret the message quickly and accurately.

B：笔译人员有时间修改和润色词句，但是口译人员必须快速准确地传达转换的信息。

47 应聘导游

即翻即用的场景关键词

点滴积累，扫清障碍

旅游业 Tourism

travel ['trævl] *n.* 旅游
guide [gaid] *n.* 导游
tour [tuə] *n.* 观光
tourism ['tuərizəm] *n.* 旅游业
itinerary [ai'tinəreri] *n.* 旅游行程
agency ['eidʒənsi] *n.* 代理行
route [ru:t] *n.* 路线
season ['si:zən] *n.* 季节
association [əˌsəuʃi'eiʃən] *n.* 协会
organization [ˌɔ:gənai'zeiʃən] *n.* 组织

衣食住行 Basic Necessities

clothing ['kləuðiŋ] *n.* 衣服
meal [mi:l] *n.* 餐饮
accommodation [əˌkɔmə'deiʃən] *n.* 住宿
transportation [ˌtrænspɔ:'teiʃən] *n.* 交通
lodge [lɔdʒ] *n.* 小屋，旅馆
reservation [ˌrezə'veiʃən] *n.* 预订
tariff ['tærif] *n.* 价格表
sedan [si'dæn] *n.* 小轿车
hotel [həu'tel] *n.* 宾馆
lounge [laundʒ] *n.* 休息厅，等候室

景点 Spot

spot [spɔt] *n.* 地点，场所
site [sait] *n.* 位置
resort [ri'zɔ:t] *n.* 度假胜地
destination [ˌdesti'neiʃən] *n.* 目的地
attraction [ə'trækʃən] *n.* 旅游胜地
landscape ['lændskeip] *n.* 风景
scenery ['si:nəri] *n.* 景色
palace ['pælis] *n.* 宫殿
tower ['tauə] *n.* 塔
mansion ['mænʃən] *n.* 大厦

描绘景点 The Description of Spots

exceptional [ik'sepʃənl] *adj.* 独特的，优越的
precipitous [pri'sipitəs] *adj.* 陡峭的
antique [æn'ti:k] *adj.* 古代的
gorgeous ['gɔ:dʒəs] *adj.* 华丽的
splendid ['splendid] *adj.* 壮观的
magnificent [mæg'nifisənt] *adj.* 瑰丽的
panoramic [ˌpænə'ræmik] *adj.* 全景的
picturesque [ˌpiktʃə'resk] *adj.* 美丽的
enchanting [en'tʃæntiŋ] *adj.* 迷人的
delightful [di'laitfəl] *adj.* 宜人的

高频使用的短语

"动静"结合，活学活用

名词短语

景区 scenic spot
境外导游 overseas guide
旅行社 travel agency
强项 strong point
散客 individual tourist
旺季 high season
世界文化遗产保护地 World Heritage Sites
主题公园 theme park
景色如画 picturesque views
风景名胜 tourist attraction
旅游团 tour group
高人气 high popularity
历史名胜 historical site
经典线路 classic travel route
建筑风格 architectural style
原始森林 virgin forest
湖光山色 landscape of lakes and hills

动词短语

受到重视 be highly regarded
极目远眺 look as far as the eye can see
流连 linger on
绝无仅有 have no parallel in history
发出，派遣 send out
逐渐做到…… come to do
擅自做 take the liberty to do
一览无余 hold a panoramic view
向……表示敬意 pay homage to sb. /sth.
忽视 take no thought for
迎合某人 cater to sb.
保持 keep up

其他短语

闻名遐迩 known far and wide
精心设计 well-designed for
保存完好 well preserved
几次 for several times
无监管 without authorization
以示感激 as a gesture of appreciation
与……和平相处 at peace with
金碧辉煌 splendid and magnificent
熙熙攘攘 hustle and bustle
栩栩如生 vivid as if alive
在任何情况下 under any circumstances
一瞥 in a single glance
大量地 in large quantities
无论如何 at any rate

场景中脱口而出的单句

实战口语，步步为营

01 Step

熟知当地景点：

I know every famous scenic spot in this city very well.
我非常了解这个城市的每一个著名景点。

☆ I know all of the famous tourist attractions in this city very well.
我非常了解这个城市的所有著名景点。

02 Step

为游客提供好的导游服务：

Because I know the spots well enough, I could provide the best guidance for the tourists.
因为我很了解这些景点，所以我可以为游客提供最好的导游服务。

☆ According to my comprehensive Knowledge of these spots, I could provide the best guidance for the tourists. 根据我对景点的全面了解，我可以为游客提供最好的导游服务。

03 Step

境外导游经验：

I have been in these countries as an overseas guide for several times. 我在这些国家担任过几次境外导游。

☆ I've been an overseas gudie there.
我做过那儿的境外导游。

☆ I have overstas guide experience in these countries.
我有在这些国家做境外导游的经验。

04 Step

介绍主要业务：

Southeast Asian nations and America remain the top destinations of our clients. 游客们最爱去的还是东南亚国家和美国。

☆ Other than the U. S. and European countries, Thailand enjoys high popularity as well in our agency. 在我们旅行社除了欧美国家的旅游项目，泰国的人气也很高。

☆ We mainly focus on the programs of short-term tours to Japan.
我们主攻前往日本的短期旅行产品。

05 Step

导游的特长：

I am good at narrating historical sites.
我很擅长讲解历史名胜古迹。

☆ I am good at introducing historical sites.
我很擅长介绍名胜古迹。

☆ Introudcing historical sites is my strong point.
介绍名胜古迹是我的强项。

导游的人个魅力：

06 Step

I have to admit that my appearance is not that attractive, but I got an easy-going and friendly personality which many tourists tend to adore.
我得承认我的外貌并不出众，但我的性格随和友好，游客们都很喜欢。

☆ I think the personal charisma of a tour guide can always be a plus.
我认为一个导游的个人魅力总是能为他加分。Not that I attempt to charm the tourists, I do
☆ believe that brilliant speeches and amicable smiles will make their trip even more pleasant.
倒不是我要可以吸引我的游客，我只是认为诙谐的语言和友善的微笑会让他们的旅途更加惬意。

在旅程中遇到麻烦：

07 Step

Tourists always have some trouble during the journey.
游客们总是在旅程中遇到一些麻烦。

☆ The tourists are always in trouble during the journey. 游客们总是在旅程中遇到一些麻烦。
☆ Some trouble are common for tourists during the journey.
旅程中的一些麻烦对于游客来说很常见。
☆ Some trouble cannot be avoided during the journey. 游客们很难回避旅程中的一些麻烦。

导游安慰游客：

08 Step

The guide should know how to comfort tourists in emergencies.
导游要知道如何在突发状况中安慰游客。

☆ The guide should know how to deal with emergencies. 导游要知道如何应对突发状况。
☆ It is our duty to comfort the panicy tourists. 安慰惊慌的游客是导游的职责。

游客的安全是首要事务：

09 Step

I believe that under any circumstances the guide should give priority to tourists' safety. 我认为在任何情况下导游都要将游客的安全放在首位。

☆ I believe that under any circumstances the guide should assure the safety of the tourists.
我认为在任何情况下导游都要保证游客的安全。
☆ I believe that under any circumstances the guide should put tourists' safty first.
我认为在任何情况下导游都要将游客的安全视为最高责任。

导游不能擅自更改行程：

10 Step

The guide cannot change the itinerary for personal interest.
导游不能因为利益更改旅游行程。

☆ The guide cannot change the itinerary for extra profit without authorization.
导游不能因额外利益擅自更改旅游行程。
☆ The guide cannot pursue extra profit through changing the itinerary.
导游不能通过更改旅游行程而追求额外利益。

导游要诚实对待游客：

11 Step

The guide should be honest to the tourists all the time.
导游要始终诚实对待游客。

☆ The guide should always be honest to the tourists. 导游要始终诚实对待游客。

1 本地导游

A: I know from your resume that you are an experienced local guide.

A：我从你的简历里得知你是一名经验丰富的本地导游。

B: Yes. I am a full-time local guide in this city for about five years.

B：是的。我在这个城市中当了约 5 年的全职导游。

A: So you are quite familiar with the tourist attractions in this city.

A：所以你应该很了解这个城市中的旅游景点。

B: Of course. I know every famous scenic spot in this city very well.[1]

B：当然。我非常了解这个城市的每一个著名景点。

A: Are you tired of the same spots in these years?

A：经过这么多年，你会对这些旅游景点感到厌倦吗？

B: Not at all. I feel exactly the opposite. Because I know the spots well enough, I could provide the best guidance for the tourists.[2]

B：不会。我的感觉恰恰相反。因为我很了解这些景点，所以我可以为游客提供最好的导游服务。

2 境外导游

A: Would you like to introduce your professional experience to me?

A：你能够为我介绍一下你的职业经历吗？

B: Yes. I was an experienced guide for the overseas tour in Big World Travel Agency.

B：好的。我曾经是大世界旅行社的一名经验丰富的境外导游。

A: Where are the general destinations?

A：你通常带团去哪里？

B: European countries are my usual destinations.

B：我经常去欧洲国家。

A: Are you familiar with Asian countries, such as Japan, Korea and Thailand?

A：你熟悉亚洲国家吗，例如日本、韩国和泰国？

B: I have been in these countries as an overseas guide for several times.[3]

B：我在这些国家担任过几次境外导游。

3 体现个人长项

A: Which sites are preferable for you to guide the tour groups?

A：你更喜欢带领旅游团去哪些景点？

B: As a guide, I would like to respect the tourists' opinions, but I am good at narrating historical sites.[5]

B：作为一名导游，我更加尊重游客的意见，但是我很擅长讲解历史名胜古迹。

A: May I know the reason?

A：我能知道原因吗？

B: I take a great interest in history. I know a lot of stories about the historical sites, so when I narrate the historical attractions for the tourists, it will be very interesting.

B：我对历史很感兴趣。因为我知道许多关于历史名胜古迹的故事，所以当我为游客讲解历史名胜古迹时我会觉得很有趣。

A: Fantastic!

A：非常好！

4 应对突发状况

A: As a guide, you have to deal with a lot of emergent events for tourists. Do you have any idea about this?

A：作为一名导游，你要为游客处理许多突发状况。你对此有什么看法？

B: You are right. Tourists always have some troubles during the journey,[7] and the first person who could give them a hand is the guide.

B：你说得对。游客们总是在旅程中遇到一些麻烦，这时首先能够伸出援手的就是导游。

A: Could you name some of the emergies?

A：你能列举其中的一些突发状况吗？

B: There are some troubles as disease, injury, traffic accidents, conflicts, etc.

B：有可能出现许多麻烦，例如疾病、受伤、交通事故或者冲突。

A: What should the guide do on such occasion?

A：在这个时候，导游应该怎样做？

B: The guide should be calm and brave, know how to call further help from the police, fire crew or any other organization.

B：导游应该冷静和勇敢，知道如何呼叫进一步的救助，例如警察、消防员或者其他官方机构。

5 导游与游客的相处

A: How do you see yourself in the relationship with your clients?

A：你觉得在与客户的关系之中你扮演了怎样的角色？

B: I regard myself more as a friend and family to the tourists; they will feel more homelike and comfortable even if they are far from home.

B：我这样看待自己，对于游客来说我更像是他们的家人和朋友，这样一来即使他们离家千里依然感觉如家般温馨。

A: And do you think your tourists like you?

A：那你觉得你的游客们都喜欢你吗？

B: I have to admit that my appearance is not that attractive, but I got an easy-going and friendly personality which tourists tend to adore.

B：我得承认我的外貌并不出众，但我的性格随和友好，游客们都很喜欢我。

A: I can tell.

A：我看得出来。

B: Thank you.

B：谢谢。

48 | 应聘教师

即翻即用的场景关键词

点滴积累，扫清障碍

教育工作者 Educator

lecturer ['lektʃərə] *n.* 讲师
instructor [in'strʌktə] *n.* 教师
professor [prə'fesə] *n.* 教授
tutor ['tju:tə] *n.* 导师
schoolmaster ['sku:lˌmæst] *n.* 男教师；校长
educator ['edʒukeitə] *n.* 教育工作者
educationist [ˌedju:'keiʃənist] *n.* 教育家

学习 Study

syllabus ['siləbəs] *n.* 教学大纲
curriculum [kə'rikjuləm] *n.* 全部课程
course [kɔ:s] *n.* 课程
core [kɔ:] *n.* 核心
specialty ['speʃəlti] *n.* 专业
elective [i'lektiv] *n.* 选修科目
assignment [ə'sainmənt] *n.* 作业
thesis ['θi:sis] *n.* 毕业论文

职业素质 Professional Quality

devoted [di'vəutid] *adj.* 专心的
moral ['mɔ:rəl] *adj.* 道德的
enthusiastic [inˌθju:zi'æstik] *adj.* 热情的
knowledgeable ['nɔlidʒəbl] *adj.* 博学的
insightful ['insaitfəl] *adj.* 富有洞察力的
caring ['kɛəriŋ] *adj.* 关怀的

学校类型 Types of Schools

kindergarten ['kindəˌgɑ:tn] *n.* 幼儿园
primary ['praiməri] *adj.* 初级的
elementary [ˌeli'mentəri] *adj.* 小学的
middle ['midl] *adj.* 中间的
secondary ['sekəndəri] *adj.* 中级的
university [ˌju:ni'və:siti] *n.* 大学
college ['kɔlidʒ] *n.* 大学
institution [ˌinsti'tju:ʃən] *n.* 机构
private ['praivit] *adj.* 私立的

工作职责 Job Responsibility

facilitate [fə'siliteit] *v.* 促进
education [ˌedju:'keiʃən] *n.* 教育
pedagogy ['pedəgɔdʒi] *n.* 教学法
impart [im'pɑ:t] *v.* 传授
guide [gaid] *v.* 指导
discipline ['disiplin] *n.* 纪律
literacy ['litərəsi] *n.* 读写能力
cultivate ['kʌltiveit] *v.* 培养

高频使用的短语

"动静"结合，活学活用

名词短语

小学 primary school
教学法 teaching pedagogy
正规教育 formal education
全面发展 all-round development
社会恶习 social evil
课外活动 extra-curriculum activities
高等教育 tertiary education
职业规划 career planning
义务教育 compulsory education
自主学习 autonomic learning
死记硬背 rote learning
示范课 demonstration lesson
个人发展 personal development
基本读写能力 basic literacy
学习成 academic performance
下一代 nextgeneration
社会实践 social practice
专业知识 specialized knowledge
基础教育 basic education
研究能力 research ability
目标教学 target teaching

动词短语

为……打下坚固的基础 lay a solid foundation for
为……作准备 prepare for
倾向于做…… prone to do
参加 join in
传递 pass on
充当 act as
得到反馈 receive feedback
建立关系 build a relationship
做游戏 play games
留意 keep an eye on
误入歧途 go astray
激发潜能 fulfill potential
向某人传授知识 impart knowledge to sb.
参与 participate in
关心 care about

介词短语

在小学 in elementary school
课上 in class
从长远看 in the long run
在青春期 in adolescence
放学后 after school

场景中脱口而出的单句

实战口语，步步为营

01 Step

询问教龄：

How long have you been teaching? 你教书多长时间了？

☆ How many years have you been teaching? 你教书多少年了？
☆ How long have you been in this business? 你在这行干多久了？
☆ When did you start work as a teacher? 你什么时候开始当教师的？

02 Step

小学教师教学：

I prefer to teach through lively activities, such as playing games, watching pictures and using multimedia.
我更喜欢寓教于乐，比如做游戏、看图片和利用多媒体。

☆ The major goals of primary cducation are achieving basic literacy among all pupils.
小学教师的主要目标是使学生具备基本的读写能力。
☆ Primary teachers should establish students' foundations in science, mathematics and language. 小学教师应该为学生的科学、数学和语言建立基础。

03 Step

中学教师教学：

The purpose of secondary education is providing formal education and common knowledge, preparing students for further study.
中学教育的目的是提供正规教育和常识，为学生日后学习作准备。

☆ Teachers in secondary school are responsible for students' all-round development.
中学教师应该负责学生德智体全面发展。
☆ Middle school teachers should cultivate students in terms of morality, intelligence and physique. 中学教师应该在德、智、体方面培养学生。

04 Step

高等教育：

Tertiary education aims to provide specialized knowledge and help students with their career planning.
高等教育旨在教授专业知识，帮助学生完成职业规划。

☆ Higher education helps students realize their potential and occupational interest.
高等教育帮助学生认识自己的潜力和职业兴趣。
☆ Colleges offer specialized knowledge that is essential for students' furture success.
大学教授专业知识，对学生今后的成功是必不可少的。

05 Step

教师的教学职责：

I think education means passing on knowledge from one generation to another. 教育就是向下一代传授知识。

☆ Passing on knowledge from one generation to another is the essence of education.
向下一代传授知识是教育的本质。
☆ A teacher imparts knowledge to students, facilitates students' learning by setting up principles and disciplines in class. 教师向学生灌输知识，通过建立原则和纪律促进学生学习。

介绍教师课外的职责：

06 Step

Teachers should encourage students to take part in extracurriculum activities. 教师应该鼓励学生参加课外活动。

☆ Teachers are supposed to motivate students to join in extra curriculum activities.
教师应该鼓励学生参加课外活动。

☆ Teachers can help students develop a wide variety of interests.
教师可以帮助学生培养广泛的兴趣爱好。

介绍对待学生的经验：

07 Step

I treat my students as if they are my children; I point out their mistakes occasionally and encourage them to do whatever their interests lead them to. 我对待学生就好像他们是我的孩子一样，我会指出他们的错误，并且鼓励他们去做他们感兴趣的事。

☆ I may be a little bit strict with my students every now and then, but it's merely when it comes to right-and-wrong issues. 也许我有时会对我的学生有点严厉了，但这都是为了让他们分清是非黑白。

☆ I try to be a listener but not a talker to my students in the spare time.
在课余时间，我尽力成为我学生们的倾听者，而非说教者。

介绍与家长交流的经验：

08 Step

Family life is as important as school teaching in a student's growth, so I often communicate with my students' parents about their recent situations back at home. 家庭生活和学校教学对一个孩子的成长来说一样重要，所以我经常和我学生们的家长交流，询问他们孩子在家的近况。

☆ I usually spend my weekends visiting my students' family in order to find out what their living condition is like and talk to their parents to know more about them. 我通常会在周末去学生的家里家访，好知道他们的家庭条件，并且通过与他们的父母聊天更为了解他们。

优秀教师的素质：

09 Step

A good teacher should devote himself to teaching and care about students. 优秀的教师应该致力于教学并且关心学生。

☆ A qualified teacher should love students and devote himself to teaching.
一名合格的教师应该爱学生并且致力于教学。

☆ A good teacher must be knowledgeable and insightful.
一名优秀的教师必须有丰富的知识和良好的洞察力。

对教育现状的态度和建议：

10 Step

Compulsory education in China is exam-oriented, which focuses on rote learning. 中国的义务教育是以考试为中心，强调死记硬背。

☆ I don't believe rote learning can benefit students in the long run.
从长远来看，我不认为死记硬背的方式可以使学生受益。

☆ I don't agree that teachers set up all the rules. 我不同意老师建立所有的规则让学生遵守。

☆ Classes should be student-centered rateher than teacher-centered.
是课堂应该以学生为中心，而不是以老师为中心。

情景会话实战演习

身临其境，融会贯通

1 应聘小学教师

A: Good morning, Ms. Li. I am William, the headmaster of this school. Sit down, please.

A：早上好，李小姐。我是威廉，这所学校的校长。请坐。

B: Thank you, Mr. William.

B：谢谢，威廉先生。

A: Ms. Li, how long have you been teaching? [1]

A：李小姐，你教书多长时间了？

B: I have been teaching for five years.

B：我已经教书五年了。

A: How to teach schoolchildren?

A：怎样教小学生？

B: I prefer to teach through lively activities, such as playing games, watching pictures and using multimedia. [2]

B：我更喜欢寓教于乐，比如做游戏、看图片和利用多媒体。

A: Can you give a demonstration lesson?

A：你能做一节示范课吗？

B: No problem.

B：没问题。

2 应聘中学老师

A: What is the difference between teaching primary school students and middle school students?

A：教小学生与教中学生有什么不同？

B: Well, a primary teacher must be very patient, while a middle school teacher should pay special attention to students' behaviors.

B：嗯，小学教师必须非常耐心，然而中学教师应该特别留意学生的行为。

A: Why shall we keep an eye on students' behaviors?

A：为什么我们要留意学生的行为？

B: Middle school students are in their adolescence. Adolescents are more likely to go astray. So, they need guidance from teachers.

B：中学生处在青春期。在青春期的少年很容易误入歧途。所以，他们需要老师的指引。

3 教师的职责

A: What's your understanding of education?

A：你对教育的理解是什么？

B: I think education means passing on knowledge from one generation to another. [5]

B：我认为教育是向下一代传授知识。

A: What are the main duties of a teacher?

A：教师的主要职责是什么？

B: A teacher imparts knowledge to students, facilitates students' learning by setting up principles and disciplines in class. [5]

B：教师向学生传授知识，通过建立课堂原则和纪律促进学生学习。

A: Anything else?

A：还有吗？

B: Teachers should encourage students to take part in extra-curriculum activities.[6] Also, a teacher acts as facilitator of students' personal development.

B：教师应该鼓励学生参加课外活动。并且，教师充当学生个人发展的推动者。

4 应聘大学讲师

A: Could you tell me your educational background, please?

A：你能介绍一下你的教育背景吗？

B: I am pursuing a doctor's degree in Sociology, and I have finished my dissertation.

B：我正在攻读社会学博士，我已经完成毕业论文了。

A: Do you know what the goal of higher education is?

A：你知道高等教育的目标是什么吗？

B: Tertiary education aims to provide specialized knowledge and help students with their career planning.[4]

B：高等教育旨在教授专业知识，帮助学生完成职业规划。

A: How is higher education different from basic education?

A：高等教育与基础教育有什么不同？

B: Different from teachers of compulsory education, teachers at universities emphasize students' independent thinking skill, research ability and autonomic learning.

B：不同于义务教育的教师，大学教师强调学生独立思考的能力、研究能力和自主学习能力。

5 如何成为优秀教师

A: What qualities do you think a good teacher should have?

A：你认为一名优秀的教师应该具备什么素质？

B: A good teacher should devote himself to teaching and care about students.[5]

B：优秀的教师应该致力于教学并且关心学生。

A: What's your attitude about the present education in China?

A：你对于现在中国教育是什么态度？

B: Compulsory education in China is exam-oriented, which focuses on rote learning[10]. I don't agree the viewpoint that teachers should set up all the rules.

B：中国的义务教育是以考试为中心，强调死记硬背。我不认为教师应该制定所有的规则。

A: What are your suggestions?

A：你的建议是什么？

B: Encourage students to learn by themselves, judge things through their own minds.[7]

B：鼓励学生独立学习，并自我判断事物的是非好坏。

49 | 应聘IT工作者

即翻即用的场景关键词

点滴积累，扫清障碍

IT 操作 IT Operation

setup ['set,ʌp] *v.* 安装
install [in'stɔ:l] *v.* 装载
cut [kʌt] *v.* 剪切
copy ['kɔpi] *v.* 复制
paste [peist] *v.* 粘贴
delete [di'li:t] *v.* 删除
select [si'lekt] *v.* 选择
click [klik] *v.* 单击
update [,ʌp'deit] *v.* 升级
release [ri'li:s] *v.* 发布
access ['ækses] *v.* 进入
execute ['eksikju:t] *v.* 执行
save [seiv] *v.* 保存
default [di'fɔ:lt] *n.* 默认（值）

硬件 Hardware

mainboard ['meinbɔ:d] *n.* 主板
monitor ['mɔnitə] *n.* 显示器
keyboard ['ki:bɔ:d] *n.* 键盘
mouse [maus] *n.* 鼠标
chip [tʃip] *n.* 芯片
router ['rau:tə] *n.* 路由器

软件 Software

program ['prəugræm] *n.* 程序
data ['deitə] *n.* 数据
interface ['intəfeis] *n.* 界面
function ['fʌŋkʃən] *n.* 函数
template ['templit] *n.* 模版
multimedia [,mʌlti'mi:diə] *n.* 多媒体
memory ['meməri] *n.* 内存
file [fail] *n.* 文件
view [vju:] *n.* 视图
attribute ['ætribju:t] *n.* 属性

网络 Internet

serf [sə:f] *v.* 浏览
virus ['vaiərəs] *n.* 病毒
browser ['brauzə] *n.* 浏览器
firewall ['faiəwɔ:l] *n.* 防火墙
gateway ['geit,wei] *n.* 网关
domain [dəu'mein] *n.* 域名
intranet ['intrənet] *n.* 内联网
kernel ['kə:nəl] *n.* 内核
forum ['fɔ:rəm] *n.* 论坛
search [sə:tʃ] *v.* 搜索

高频使用的短语

"动静"结合，活学活用

名词短语

电子商务 electronic commerce
双击 double click
服务补丁 service pack
状态栏 status bar
显示选项 display options
终端设置 terminal settings
域名 domain name
数字数据网 digital data network
操作和维护 operation and maintenance
光明的前景 bright prospect
数据库 data base
计算机语言 computer language
磁盘空间 disk space
程序文件 program file
管理员账号 administrator account
目录服务 directory service
网络信息中心 network information center
服务质量 quality of service

动词短语

满足某人的需要 fulfill one's need
跟上 keep up with
查明，找出 find out
坚持住，握住不放 hold on
偶然碰见 run into
迎合 cater to sth.
产生，提出 bring forth
分发，散发 hand out
选出，挑出 pick out

形容词短语

显而易见的 crystal clear
大量的 a mass of
持之以恒的 of perseverance

介词短语

这个时代 in this era
与……速度一样 at the same pace
提前 ahead of time
好像，仿佛 as though
与……同步 in synch with
与……相比 in comparison with
首先，第一 to begin with
鉴于，由于 in light of

场景中脱口而出的单句

实战口语，步步为营

01 Step

IT 工作者的概念：

Information Technology workers, also known as IT workers, refer to those who work as promoters or creators of technological products and electronic commerce.

科技工作者，也可以说是 IT 工作者，指的是那些创造和营销科技产品和电子商务的人。

☆ The job of IT workers is to design new devices, online services and websites.
IT 工作者的工作涵盖新设备、在线服务以及网站的设计。

☆ IT workers' job involves a lot of office work.
IT 工作者的工作基本都是在办公桌前的。

02 Step

职位前景：

I believe it will have a bright prospect with the development of online businesses.

我相信随着网络贸易的发展，这个职位会有光明的前景。

☆ I think this industry has the power to change the world.
我认为这一行业有改变世界的力量。

☆ There is no doubt that IT industry is going to boom in the near future, and I look forward to being an IT worker.
IT 产业在不远的将来无疑将飞速发展，而我期待成为一名 IT 工作者。

03 Step

电子商务操作人员应该具有的知识：

The knowledge of commerce and Internet technology is very important for an e-commerce operator.

对电子商务操作人员而言，了解与商业和网络技术有关的知识很重要。

☆ The knowledge of commerce and Internet technology is crucial for an e-commerce operator's success.
与商业和网络技术有关的知识对于电子商务操作人员的成功至关重要。

04 Step

询问专业技术：

What specialties do you have if you take the HTML coder's job?

要应聘这份网页工程师的工作，你有什么样的专业技能呢？

☆ Have you written any game codes in Objective C or Java?
你用 Objective C 或 Java 写过什么游戏代码吗？

☆ Do you have any experience in maintaining the servers?
你有维护服务器的经验吗？

介绍专业技术：

05 Step

I am familiar with many programming languages, and I have written more than fifty applications independently.
我熟悉各种编程语言，而且我已经独立编写了超过 50 个应用程序了。

☆ Industrial design of personal devices is my expertise, and I have to mention that I won the Designer of the Year award back in 2011 in college.
个人设备的工业设计是我的长项，而且在大学时我还曾荣获了我院 2011 年度最佳设计师奖。

☆ I worked as a game programmer for Blizzard for three years and I took part in the development of several MMORPGs.
我曾在暴雪公司做过三年的游戏程序员，并且参与开发了数款大型多人在线角色扮演游戏。

满足客户的需求：

06 Step

Your efforts ought to meet the clients' needs eventually.
你的工作最后要满足客户的需求。

☆ Sometimes our clients want some special features on their websites, and no matter how picky they are, you should satisfy their needs. 有时我们的客户会要求在他们的网页上添加特殊的组件，无论他们的要求多么苛刻，你都应该满足他们的需求。

☆ This is a competitive industry, so you'd better hold every single client by fulfilling their requirements. 这是个竞争激烈的行业，所以你最好能不惜一切满足客户要求并留住他们。

对产业动向的敏感：

07 Step

In IT industry, it's all about new ideas, so you have to be sensitive to all the slightest move of our competitors and come up with better ideas. IT 这行最看重的就是新点子，所以你必须对我们竞争对手风吹草动的动向了若指掌，然后想出更好的点子。

☆ You should know the trend in this business in order to keep up with its development. 要跟上这个产业发展的步调你就必须洞悉其中的趋势如何发展变换。

☆ This position requires not only perseverance in the office but also a foresight throughout the whole business. 这个职位不仅要求你在办公桌前不懈工作，更需要能洞悉行业发展的远见。

处理双语项目：

08 Step

My English proficiency enables me to handle any bilingual projects.
我具有优秀的英语能力，可以处理任何双语项目。

☆ I have a good command of English and can handle any bilingual projects.
我英语能力很好，可以处理任何双语项目。

☆ My English can meet the needs of any bilignal projects. 我的英语能够处理任何双语项目。

1 职业概况

A: Your resume says that you are applying for an IT worker, and I want to ask you, what is your understanding about an IT worker?

A: 你的简历上说你想应聘 IT 工作，我冒昧问一句，你对 IT 工作是怎么理解的？

B: I think the job of IT workers is to design new devices, online services and websites.[1]

B: 我认为 IT 工作者的工作涵盖了设计新设备、在线服务以及网站。

A: Pretty much. And how do you see this industry and your job in the future?

A: 差不多是这样，那你对这个行业以及你应聘的岗位的前景又有何看法呢？

B: I think this industry has the power to change the world.[2] And there is no doubt that IT industry is going to boom in the near future, and I look forward to being an IT worker.[2]

B: 我认为这一行业有改变世界的力量。而且 IT 产业在不远的将来无疑将飞速发展，而我期待成为一名 IT 工作者。

2 网页设计人员

A: What specialties do you have if you take the HTML coder's job?[4]

A: 要应聘这份网页工程师的工作，你有什么样的专业技能呢？

B: I used to work as an independent HTML coder for the past two years, and I undertook many website designing jobs from enterprise clients.

B: 我曾在过去的两年内做过独立网页设计师，我还承接过许多企业客户的网页设计工作。

A: That's good, because sometimes our clients want some special features on their websites, and no matter how picky they are, you should satisfy their needs.[6]

A: 很好，因为有时我们的客户会要求在他们的网页上添加特殊的组件，无论他们的要求多么苛刻，你都应该满足他们的需求。

B: I agree.

B: 我同意。

A: And this is a competitive industry, so you'd better hold every single client by fulfilling their requirements.[6]

A: 而且这是个竞争激烈的行业，所以你最好能不惜一切满足客户要求并留住他们。

B: Okay, I see.

B: 好吧，我知道了。

3 电子商务操作人员

A: E-commerce operator is a rising position in this era. Do you know it well enough?

A: 电子商务操作人员是本世纪的新兴职位。你足够了解这个职位吗？

B: I know the e-commerce operator is responsible for dealing with trades online.

B：我知道电子商务操作人员需要处理在线交易。

A: Yes.

A：是的。

B: So the knowledge of commerce and Internet technology is very important for an e-commerce operator.[3]

B：所以对电子商务操作人员而言，了解与商业和网络技术的相关知识很重要。

A: Why are you interested in this position?

A：你为什么对这个职位感兴趣？

B: I believe it will have a bright prospect with the development of online business.[2]

B：我相信随着在线交易的发展，这个职位会有一个光明的前景。

4 游戏编程人员

A: So you are applying for the position of game programmer. Is that right?

A：所以你是来应聘游戏程序员的，对吧？

B: Yes, I am.

B：是的。

A: Have you written any game codes in Objective C or Java?[4]

A：你用 Objective C 或 Java 写过什么游戏代码吗？

B: Well, yeah, I am familiar with many programming languages, and I have written more than fifty applications independently.[5] But my specialty is writing large games.

B：嗯，是的，我熟悉各种编程语言，而且我已经独立编写了超过 50 个应用程序了。但我的专长是编写大型游戏。

A: May I ask what experience do you have in writing large games as you've mentioned?

A：我能问问你都有过什么编写大型游戏的经历吗？

B: I worked as a game programmer for Blizzard for three years and I took part in the development of several MMORPGs.[5]

B：我曾在暴雪公司做过三年的游戏程序员，并且参与开发了数款大型多人在线角色扮演游戏。

5 其他工作要求

A: I can see that you are very good at what you did and aware of what you are doing. But this job requires other qualities.

A：我能看得出来你对自己的工作很在行，也知道自己在做些什么。但这份工作还需要其他一些品质。

B: What are they then?

B：还需要些什么呢？

A: Sometimes you have to learn to compromise your ideas to your clients'; your efforts ought to meet the clients' needs eventually.[6]

A：有时你得学会向你客户的想法妥协，你的工作最后要满足客户的需求。

B: Got it, and?

B：我知道了，还有呢？

A: In IT industry, it's all about new ideas, so you have to be sensitive to the slightest move of our competitors and come up with better ideas.[7]

A：IT 这行最看重的就是新点子，所以你必须对我们竞争对手风吹草动的动向了若指掌，然后想出更好的点子。

B: I'll try my best to meet these requirements.

B：我会尽我所能达到这些目标的。

50 | 应聘银行人员

即翻即用的场景关键词

点滴积累，扫清障碍

银行 Bank

banker [bæŋkə] *n.* 银行家
bank [bæŋk] *n.* 银行
retail ['ri:teil] *n.* 零售
commercial [kə'mə:ʃəl] *adj.* 商务的
investment [in'vestmənt] *n.* 投资
fund [fʌnd] *n.* 资金
capital ['kæpitl] *n.* 资金
intermediary [ˌintə'mi:diəri] *n.* 媒介

银行业务 Business

deposit [di'pɔzit] *v.* 储蓄
account [ə'kəunt] *n.* 账户
withdraw [wið'drɔ:] *v.* 取钱
loan [ləun] *v.* 贷款
credit ['krədit] *n.* 信贷
exchange [iks'tʃeindʒ] *vi.* 兑换
financing [fai'nænsiŋ] *n.* 理财
financial credit 信贷
cheque [tʃek] *n.* 支票
conversion [kən'və:ʃən] *n.* 换算
currency ['kʌrənsi] *n.* 货币

银行人员 Staff

teller ['telə] *n.* 出纳员
front clerk 柜台服务员
bank manager 银行经理
cashier [kæ'ʃiə] *n.* 出纳员
statement clerk 记账员
examinant [ig'zæminənt] *n.* 审查员
assessor [ə'sesə] *n.* 资产评估员
president [prezident] *n.* 行长
klerk [klək] *n.* 柜员

银行作用 Function

issue ['iʃu:] *v.* 发行
banknote ['bæŋknəut] *n.* 纸币
payment ['peimənt] *n.* 付款
debt [det] *n.* 债务
asset ['æset] *n.* 资产
debit ['debit] *n.* 借方
circulating ['sə:kjuleitiŋ] *adj.* 流通的
buffer ['bʌfə] *v.* 缓冲
depositor [di'pɔzitə] *n.* 存户
principal [prinsəpəl] *n.* 本金

专业知识 Professional knowledge

finance ['fainæns] *n.* 金融学
Monetary Banking 货币银行学
Financial Economics 金融经济学
International Finance 国际金融学
econometrics [iˌkɔnə'metriks] *n.* 经济计量学
circulation [ˌsə:kju'leiʃən] *n.* 流通

高频使用的短语

"动静"结合，活学活用

名词短语

活期存款账户 current account
银行经理 bank manager
现金交易 money transaction
储蓄账户 savings account
信用社 credit cooperative
电汇 telegraphic transfer
现金管理 cash management
银行汇票 bank draft
问题解答 trouble shooting
用户服务系统 teller system
信贷专员 loan officer
小额银行业务 retail banking
外币 foreign currency
汇率 exchange rate
商业银行 commercial bank
银行安全保管箱 safe deposit box
定期存款 term deposit
信托基金 unit trusts
客户服务 customer service
银行出纳员 bank teller
资产安全 property safety
按揭贷款 mortgage loan

动词短语

开户 open an account
以……开始 start with
继续进行 carry on
从事 engage in
取消 dispose of
积累经验 accumulate experience
得到批准 get approval
帮助 assist in
变现 cash out
经营 deal in
与……适合 fit in with
与……相互作用 interact with
转账 transfer money

副词短语

急切地 in a rush
一丝不苟地 in real earnest
拼命地 tooth and nail

01 Step

银行面试常见问题：

Can you tell me what a bank is? 你能告诉我银行业的定义吗？

- ☆ What is exchange rate? 汇率是什么？
- ☆ What is the procedure of cashing out? 变现的流程是什么？
- ☆ How to open a savings account? 怎样办理储蓄账户？
- ☆ What is the interest rate for a savings account? 储蓄账户的存款利率是多少？

02 Step

银行实习生职责：

As a trainee of our bank, you are expected to assist front clerks with their work.
作为我们银行的实习生，你应该辅助前台专柜人员的工作。

- ☆ As a trainee at bank, You can engage in ancillary work. 作为银行实习生，你能从事辅助工作。
- ☆ A trainee at bank may start with providing customer service and support.
  银行实习生可以从提供客户服务和辅助工作做起。

03 Step

商业银行的作用：

The role of a commercial bank is processing of payments, lending money, and safekeeping documents in safe deposit boxes and so on.
商业银行的职责是处理支付款项、贷款在银行保险箱妥善保管文件等。

- ☆ Commercial banks also deal in stocks and shares now. 商业银行也经营股票与债券。
- ☆ Commercial banks issue bank drafts and bank cheques. 商业银行发行银行汇票和银行支票。

04 Step

银行柜台人员的职责：

Payments processing can be achieved through telegraphic transfer, EFTPOS, Internet banking or other means. 支付款项可以通过电汇、销售处资金电子过户、网上银行或其他方式实现。

- ☆ Front desk clerks at bank help customers with cash management.
  银行柜台人员帮助客户进行现金管理。
- ☆ Front desk clerks assist in purchasing bank financial products for customers.
  银行柜台人员帮助客户购买银行理财产品。

05 Step

银行客服人员的职责：

A customer service clerk assists customers in solving problems and promotes financial products of the bank.
客服人员帮助客户解决问题并且宣传银行的理财产品。

- ☆ A customer service staff solves customers' problems through hotlines.
  客服人员通过电话热线解决客户的问题。
- ☆ Customer service staff is responsible for trouble shooting in e-bank operation.
  客服人员负责处理操作网络银行时的问题。

银行客服人员的职业素质：

06 Step

I think a good attitude and service conscious ness are crucial for a qualified customer service staff.

我认为良好的服务态度和服务意识对于银行客服人员至关重要。

- ☆ A qualified customers service staff must have good service consciousness.
  一名合格的客服人员必须具有良好的服务意识。
- ☆ A qualified customers service staff should be proficient in bank transactions.
  一名合格的客服人员应该精通银行业务。
- ☆ A good bank customers service staff can interact well with customers.
  一名好的银行客服人员能很好地与客户进行沟通。

面试银行出纳人员的常见问题：

07 Step

Do you have any experience in handling large amounts of cash?

你有过管理大量资金的经验吗？

- ☆ How to become a successful teller? 怎样成为一名优秀的出纳人员？
- ☆ As a cashier, how to be fast and accurate with figures?
  作为出纳人员，如何快速准确地处理数据？
- ☆ As a cashier, how to count accurately? 作为出纳人员，如何精准计算？
- ☆ What is a bank teller system? 银行的出纳系统是什么？

银行出纳人员的职责：

08 Step

A cashier checks cash, conducts savings deposits and transfers money.

出纳人员核对现金、进行储蓄存款和划款。

- ☆ A bank teller directly deals with customers. 银行出纳人员直接和客户打交道。
- ☆ A bank teller would detect and stop fraudulent transactions.
  银行出纳人员会警觉交易欺诈行业并阻止其发生。

银行信贷人员的职责：

09 Step

I was a loan officer in a financial institution, dealing with applications of individual loans.

我以前在一家金融机构当信贷专员，负责处理个人贷款申请。

- ☆ The loan officer is responsible for the application of mortgage loans.
  信贷专员负责按揭贷款的申请。
- ☆ A loan officer may mediate between lending institutions and borrowers.
  信贷专员可能会在信贷机构和贷款人之间进行调解。

银行信贷人员的要求：

10 Step

Individuals applying for this position must obtain Mortgage Loan Originator (MLO) License.

个人申请银行信贷人员职位必须获得按揭贷款办理人许可。

- ☆ The position of loan officer generally requires a bachelor's degree in finance or economics.
  银行信贷人员职位一般要求金融或经济的硕士学位。

1 应聘银行实习生

A: What's your major?
A：你的专业是什么？

B: I received my master's degree in Financing, specializing in Monetary Banking.
B：我获得了金融学的硕士学位，专攻货币银行学。

A: Can you tell me what a bank is? [1]
A：你能告诉我什么是银行吗？

B: Banks act as payment agents by arranging cheques or current accounts for customers, paying or collecting cheques to customers' current account.
B：银行作为支付机构，为客户管理支票或现金账户，向客户的活期存款账户支付或收集支票。

A: Good. As a trainee of our bank, you are expected to assist front desk clerks with their work. [2]
A：好的。作为我们银行的实习生，你应该辅助前台专柜人员的工作。

2 应聘银行柜台人员

A: Do you have any working experience in related areas?
A：你在相关领域有工作经验吗？

B: Yes. I have worked in a credit cooperative for three years.
B：是的，我在一家信用社工作三年了。

A: You know, as a commercial bank, we deal with more businesses than a credit cooperative. Can you list some?
A：你知道的，作为商业银行，我们比信用社办理更多的业务。你能列举一些吗？

B: The role of a commercial bank is processing of payments, lending money, and safekeeping documents in safe deposit boxes and so on. [3]
B：商业银行的职责是处理支付款项、贷款和在银行保险箱妥善保管文件等。

A: What are the major ways of payments processing?
A：支付款项的主要方式是什么？

B: Payments processing can be achieved through telegraphic transfer, EFTPOS, Internet banking or other means. [4]
B：支付款项可以通过电汇、销售处资金电子过户、网上银行或其他方式实现。

3 应聘银行客服人员

A: What do you know about this job?
A：那你对这份工作了解多少呢？

B: I used to be a customer service clerk at a shopping mall, so I'm good at communicating with consumers. So I think it's the most important part of the job.
B：我曾在一家商场做过客服人员，所以我熟稔与顾客打交道的技巧。所以我认为这份工作最重要的就是会与顾客打交道。

A: That's great, but it needs more than that to be a customer service clerk here.

A：这很不错，但在我们这儿做客服可不像做商场客服那么简单。

B: What's the difference?

B：请问有什么区别呢？

A: In our bank, a customer service clerk assists customers in solving problems and promotes financial products of the bank.[5]

A：在我们银行，客服人员要帮助客户解决问题并且宣传银行的理财产品。

B: I see.

B：我知道了。

4 应聘银行出纳人员

A: Mr. Vincent, please say something about your educational background.

A：文森特先生，请介绍一下你的教育背景。

B: I graduated from Beijing Finance and Trade School. My major is Statistics.

B：我毕业于北京经济贸易学院，我的专业是统计学。

A: Do you have any experience in handling large amounts of cash?[7]

A：你有过管理大量资金的经验吗？

B: Yes, I worked in finance department of a trade company after graduation.

B：是的，我毕业后在一家贸易公司的财务部工作。

A: What is the responsibility of a cashier?

A：出纳人员的职责是什么？

B: A cashier checks cash, conducts savings deposits and transfers money.[8]

B：出纳人员核对现金、进行储蓄存款和划款。

A: How to become a successful teller?[7]

A：怎样成为一名优秀的出纳人员？

B: As they deal directly with customers, tellers need to be careful and friendly.

B：由于出纳员直接跟客户打交道，这个职位要求出纳人员细心并且友好。

5 应聘银行信贷人员

A: Hello, Mr. William. What job are you applying for?

A：你好，威廉先生。你在申请什么工作？

B: I am applying for the position of loan officer.

B：我在申请银行信贷人员的职位。

A: OK, individuals applying for this position must obtain Mortgage Loan Originator (MLO) License.[10]

A：个人申请银行信贷员职位必须获得按揭贷款发放者许可证。

B: I got the license two years ago.

B：我在两年前已经获得了证书。

A: Have you ever worked in a commercial lending sector?

A：你在商业信贷部门工作过吗？

B: I was a loan officer in a financial institution, dealing with applications of individual loans.[9]

B：我以前在一家金融机构当信贷人员，负责处理个人贷款申请。

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